

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]

FDNY

[Department Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the [Position Title] with the Fire Department of New York (FDNY), as communicated in your letter dated [date of the offer letter]. I am thrilled to join such a prestigious organization and look forward to contributing to the mission of the FDNY.

I appreciate the opportunity and the confidence you have placed in me. I am excited to begin my career with FDNY on [start date], and I will ensure to complete any necessary paperwork and pre-employment requirements promptly.

Thank you once again for this opportunity. I am looking forward to joining the team and working alongside everyone at the FDNY.

Sincerely,

[Your Name]