

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Department/Agency]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Government Job Offer

I am writing to formally accept the offer for the position of [Job Title] in the [Department/Agency Name], as discussed in our previous correspondence. I am grateful for this opportunity and look forward to contributing to the team.

As per our agreement, my start date will be [Start Date], and I understand my starting salary will be [Salary Amount] with [mention any additional benefits or conditions discussed].

I appreciate your support and guidance throughout the hiring process. Please let me know if there are any forms or documents needed from my side before my start date.

Thank you once again for this opportunity. I am excited to join [Department/Agency Name] and contribute positively to its mission.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]