

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Local Government Unit Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for employment at [Local Government Unit Name] for the position of [Job Title] as advertised on [Job Posting Source]. I have [briefly state your qualifications/experience] which I believe will be beneficial to your team.

Attached to this letter are my resume and the required documents for your review. I look forward to the opportunity to discuss how I can contribute to the success of [Local Government Unit Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Name]
[Your Job Title]
[Department Name]
[Local Government Unit Name]
[Address]
[City, State, Zip Code]
[Date]
[Employee's Name]
[Employee's Position]
[Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you employment with [Local Government Unit Name] as a [Job Title] effective [Start Date]. Your role will involve [briefly outline key responsibilities and duties].

Please find enclosed your formal employment contract and benefits package. Please sign and return a copy by [Date].

Welcome aboard!

Best regards,

[Your Name]

[Your Job Title]

[Your Name]
[Your Job Title]
[Department Name]
[Local Government Unit Name]
[Date]
[Recipient's Name]
[Recipient's Title]

Subject: Employment Confirmation

Dear [Recipient's Name],

This letter serves to confirm your employment with [Local Government Unit Name] as of [Start Date]. Your position entails [brief overview of job responsibilities].

Please feel free to reach out if you have any questions regarding your employment.

Congratulations, and we look forward to your contributions!

Warm regards,

[Your Name]

[Your Job Title]