

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Post Office Name]
[Post Office Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer of employment for the position of [Job Title] at [Post Office Name]. I am excited about the opportunity to join your team and contribute to providing excellent service to our community.

As discussed, my starting salary will be [Salary Amount], and my first day of work will be [Start Date]. Please let me know if there are any documents or additional information you need from me before my start date.

Thank you once again for this opportunity. I look forward to working with you and the entire team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]