

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the job offer for the position of [Job Title] with [Agency Name], as discussed in our recent conversation. I appreciate the opportunity and am excited to join your team.

As per our discussions, I understand that my starting salary will be [Salary Amount] with benefits including [briefly list benefits]. I am ready to start on [Start Date] and will ensure that all documentation is completed prior to my start date.

Thank you once again for this opportunity. I look forward to contributing to the important work at [Agency Name].

Sincerely,

[Your Name]