

Response to Job Offer

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] with [Agency Name]. I am truly honored and excited about the opportunity to join your team.

After careful consideration, I am pleased to accept the offer with a starting salary of [Salary Amount] and a start date of [Start Date]. I look forward to contributing to [Agency Name] and working together to make a difference in the community.

Please let me know if you need any further information from my side before my start date.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]