

# Government Appointment Confirmation

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your appointment as [Position Title] with [Department/Agency Name], effective [Start Date]. This position entails [brief description of responsibilities].

Your commitment and contributions are highly valued, and we look forward to your service in this critical role.

Enclosed, you will find additional information regarding your employment, including your starting salary, benefits, and other pertinent details.

Please respond to this letter by [response deadline] to confirm your acceptance of this appointment.

Thank you for your dedication to public service.

Sincerely,

[Sender's Name]  
[Sender's Title]  
[Department/Agency Name]  
[Contact Information]