

Letter of Appreciation for Public Service Job Offer

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

[Recipient Name] [Recipient Title] [Organization Name] [Organization Address] [City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my heartfelt appreciation for the job offer extended to me for the [Job Title] position at [Organization Name]. It is an honor to be considered for a role that contributes so significantly to our community.

Your belief in my abilities and the opportunity to join your esteemed team is truly motivating. I am particularly excited about [mention any specific project, value, or goal of the organization], and I am eager to bring my skills and enthusiasm to the position.

Thank you once again for this incredible opportunity. I look forward to contributing to the success of [Organization Name] and making a positive impact in our community.

Sincerely,

[Your Name]