

# JOB OFFER ACCEPTANCE LETTER SAMPLE

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1211 Dickinson Drive  
Coral Gables, FL 33146

April 21, 2006

Ms. Lisa Stein  
Human Resources Representative  
Department of State  
2201 C Street NW  
Washington, DC 20520

Dear Ms. Stein:

It is with great enthusiasm that I accept the Foreign Service Officer position with the Department of State. I feel confident that I can make a significant contribution to the agency.

As we negotiated, my starting salary will be \$33,000 with the full range of benefits granted to government employees. I will report to work at 8:30 a.m. on June 1 and will have completed the medical examination and drug testing by May 5. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

Thank you for your assistance during this process. I look forward to working with you and joining the team at the State Department.

Sincerely,

Lee Chen

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