

**INSERT YOUR CURRENT MAILING ADDRESS HERE**

**INSERT CURRENT DATE**

Prof. Jonathan Schmidt  
Department of Economics  
404 Uris Hall  
Cornell University  
Ithaca, NY 10223

Dear Prof. Schmidt:

I am happy to inform you that I have received and accepted the position of Program Analyst with the New York City Department of Homeless Services' Division of Adult Services. I want to thank you for all of your help these past several months not only in my job search, but for your encouragement and understanding.

My responsibilities will include acting as primary liaison between DHS and 15 of the shelters it operates. In addition, I will be responsible for monitoring the performance of the shelters, conducting site visits, and assessing compliance with local and state laws.

Your support has been much appreciated. If there is anything I can do for you, please do not hesitate to give me a call at 123-555-1234 or abc@gmail.com.

Sincerely,

Your Name