

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for the offer of the postgraduate research assistantship in [specific program/department name] at [University/Organization Name]. I am truly honored and excited to be selected for this position.

Thank you for believing in my potential and for providing me with this incredible opportunity to contribute to [specific project or research area]. I look forward to working alongside you and the team, and to furthering my academic and professional development through this experience.

Please let me know if there are any steps I should take prior to my start date. I am eager to join the team and begin this exciting journey.

Thank you once again for your support and confidence in me.

Sincerely,

[Your Name]