

Confirmation of Postgraduate Research Assistantship

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your appointment as a Postgraduate Research Assistant in the [Department/Program Name] at [University Name], effective from [Start Date]. Below are the terms of your assistantship:

- **Duration:** [Duration of the assistantship]
- **Working Hours:** [Number of hours per week]
- **Stipend:** [Amount per month or year]
- **Responsibilities:** [Brief description of duties]
- **Supervisor:** [Supervisor's Name and Title]

Please confirm your acceptance of these terms by signing and returning a copy of this letter by [Deadline for Acceptance].

We look forward to your contributions to our research team.

Sincerely,

[Your Name]

[Your Position]

[Department/Program Name]

[University Name]

[Contact Information]