

Notification of Acceptance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted for the position of Postgraduate Research Assistant within the [Department Name] at [University Name]. Your strong academic background and research experience make you an ideal candidate for this role.

Your assistantship will commence on [Start Date] and will involve [brief description of responsibilities]. You will be under the supervision of [Supervisor's Name]. The assistantship includes a stipend of [amount] per [month/semester], along with [any additional benefits, if applicable].

We kindly ask you to confirm your acceptance of this assistantship by [date]. Should you have any questions, please do not hesitate to contact us at [contact information].

Congratulations once again, and we look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]