

Placement Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the research assistantship position at [Department/Organization Name] starting on [Start Date]. I am excited about the opportunity to contribute to [specific project or research area] and to work alongside such a talented team.

Please let me know if there are any documents or further information you need from my side prior to my start date. I look forward to joining the team and contributing to our shared goals.

Thank you very much for this opportunity.

Sincerely,

[Your Name]