

# Confirmation of Graduate Assistantship Acceptance

Date: [Insert Date]

Dear [Advisor's Name],

I am writing to formally confirm my acceptance of the graduate assistantship position offered in the [Department/Program Name] at [University Name]. I am honored to have been selected and I am excited to contribute to the research and academic environment.

As discussed, my responsibilities will include [briefly outline responsibilities, e.g., assisting with research, teaching, etc.]. I am eager to begin this role on [start date] and to start collaborating with you and the team.

Thank you for this incredible opportunity. Please let me know if there are any further documents or information you need from me prior to starting.

Sincerely,

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]