

Official Job Offer for Online Teaching Position

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to extend to you an official offer for the position of Online Instructor at [University Name]. We believe that your expertise in [Subject Area] will be a valuable addition to our academic team.

Your primary responsibilities will include:

- Developing and delivering online course materials.
- Engaging with students through various online platforms.
- Assessing student progress and providing feedback.

This position is [full-time/part-time], with a start date of [Start Date]. Your base salary will be [Salary Amount] per [year/semester], paid on a [monthly/bi-weekly] basis.

Please confirm your acceptance of this offer by signing below and returning a copy to us by [Response Deadline]. If you have any questions, feel free to reach out to me directly at [Your Email] or [Your Phone Number].

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[University Address]

[City, State, Zip Code]

Acceptance:

[Applicant's Name]

Date: _____