

Acceptance of Faculty Appointment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the position of [Position Title] in the [Department Name] at [University Name], as discussed in our previous correspondence. I am truly honored by this opportunity and look forward to contributing to the academic community.

As per our discussions, my start date will be [Start Date], and I am excited to begin this new chapter of my career. Please let me know if there are any documents or further information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to working with the faculty and students at [University Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]