

Offer of Appointment

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position as a [Position Title] in the [Department Name] at [University/Institution Name], effective [Start Date]. This appointment is part of our ongoing commitment to academic excellence and we are excited to welcome you to our faculty.

Your responsibilities will include [Brief Description of Responsibilities]. You will be reporting directly to [Supervisor's Name], [Supervisor's Title].

We are confident that your expertise and dedication will greatly contribute to the success of our institution. You will be provided with [Details about Benefits, Resources, etc.].

We look forward to your acceptance of this position and to welcoming you to our community. Please sign and return the enclosed copy of this letter as confirmation of your acceptance.

Welcome to [University/Institution Name]! We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University/Institution Name]

[Contact Information]

Enclosure: Appointment Acceptance Form