

Postdoctoral Fellowship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer of the postdoctoral fellowship in [Specify Program] at [Institution's Name], which I received on [Date of Offer]. I am thrilled to join your esteemed department and contribute to the ongoing research in [Specify Field/Area of Study].

As per our discussions, I am prepared to commence my fellowship on [Start Date] and look forward to collaborating with both faculty and fellow researchers. I am particularly excited about [Mention any specific project or aspect of fellowship].

Please let me know if there are any further steps I need to complete prior to my start date. Thank you once again for this incredible opportunity. I look forward to being part of [Institution's Name].

Sincerely,

[Your Name]

[Your Current Position]

[Department Name, If Applicable]