

# Postdoctoral Fellowship Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title/Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Postdoctoral Fellowship position focused on [specific teaching assignment or area] at [Institution/Organization Name]. I am excited about the opportunity to contribute to [details about the program or department] and collaborate with esteemed faculty and students.

As discussed, my teaching responsibilities will include [briefly outline teaching duties], commencing on [start date]. I am committed to fostering a positive learning environment and engaging students effectively.

Thank you once again for this opportunity. I look forward to joining [Institution/Organization Name] and contributing to the academic community.

Sincerely,

[Your Name]

[Your Position, if applicable]