

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for the offer to join [Institution's Name] as [Position Title]. I am truly honored to receive this opportunity and thankful for the confidence you have shown in my abilities.

Throughout the interview process, I was impressed by the vision and commitment to excellence that [Institution's Name] embodies. I am excited about the prospect of contributing to such a dynamic and innovative academic community.

Thank you once again for this amazing opportunity. I look forward to collaborating with you and the esteemed faculty at [Institution's Name].

Sincerely,

[Your Name]