

# Confirmation of Offer for Academic Position

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University/Institution Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the offer for the position of [Position Title] in the [Department Name] at [University/Institution Name]. I truly appreciate the opportunity and am excited to contribute to your esteemed institution.

As discussed, I understand that my start date will be [Start Date] and my salary will be [Salary]. Please let me know if there are any documents or further information you need from me at this time.

Thank you once again for this opportunity. I look forward to working with you and the rest of the team.

Sincerely,

[Your Name]

[Your Address Line 1]

[Your Address Line 2]

[Your Email Address]

[Your Phone Number]