

Teaching Assistant Acceptance Letter

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally accept the position of Teaching Assistant for the [Name of Course/Subject] in the [Department Name] at [University/Institution Name]. I am thrilled at the opportunity to support the faculty and students in this role.

As discussed, my responsibilities will include assisting with lectures, grading assignments, and holding office hours to support students. I am eager to contribute and foster a positive learning environment.

Thank you for this opportunity. I look forward to working with you and the students starting on [Start Date].

Sincerely,

[Your Name]

[Your Contact Information]