

Teaching Assistant Appointment Confirmation

Date: [Insert Date]

Dear [Teaching Assistant's Name],

We are pleased to confirm your appointment as a Teaching Assistant in the [Department Name] for the [Course Name] course for the [Term/Year]. Your responsibilities will include assisting the instructor with classroom activities, grading assignments, and supporting students.

Your appointment will commence on [Start Date] and will conclude on [End Date]. You will receive a stipend of [Amount] for your services, payable on a [monthly/bi-weekly] basis.

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this appointment. Should you have any questions or require further information, do not hesitate to reach out.

We look forward to having you as part of our team.

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[University Name]

Enclosure: Appointment Acceptance Form