

# Acceptance of Academic Role

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Department/University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the position of [Position Title] in the [Department Name] at [University Name]. I am grateful for this opportunity and excited to contribute to the academic community.

As discussed, my start date will be [Start Date], and I look forward to working with you and the faculty. Please let me know if there are any documents or information you need from me before my start date.

Thank you once again for this opportunity. I am looking forward to joining [University Name] and beginning this new chapter in my academic career.

Sincerely,

[Your Name]