

Letter of Acceptance for Faculty Position

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Position Title] position in the [Department Name] at [University/College Name]. I am grateful for this opportunity and excited to join your esteemed faculty.

I appreciate the confidence you have shown in me and I look forward to contributing to the academic community through teaching, research, and service. I accept the terms of the offer as discussed, including [mention any specific details such as salary, starting date, etc.].

Please let me know if there are any further formalities I need to complete before my start date on [Insert Start Date].

Thank you once again for this wonderful opportunity. I look forward to working together.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]