

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Committee Chair's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Hiring Committee Chair's Name],

I am writing to formally acknowledge the offer for the faculty position in the [Department Name] at [University Name]. I would like to express my gratitude for the opportunity and the confidence you have shown in my abilities.

Please let me know if there are any further steps I need to take at this time. I look forward to our future collaboration and joining your esteemed institution.

Thank you once again for this incredible opportunity. I will provide my formal acceptance by [mention the specific date].

Sincerely,

[Your Name]