

Letter of Readiness to Join Faculty Position

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally express my readiness to join the faculty position in the [Department Name] at [University/Organization Name]. I am excited about the opportunity to contribute to the academic community and engage with students and faculty members.

As discussed during the interview process, I believe that my experience in [mention relevant experience or expertise] makes me a suitable candidate for this role. I am eager to share my knowledge and collaborate with colleagues to further the department's goals.

Please let me know if there are any further steps required on my part before my start date. I am looking forward to joining your esteemed institution and contributing to its mission.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Contact Information]