

Acceptance Confirmation for Visiting Professor Position

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

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

I confirm my acceptance of the position, starting on [Start Date], and I have reviewed the terms outlined in the offer letter. Should you require any further documentation or information from my side, please let me know.

Thank you once again for this opportunity. I look forward to joining [University Name].

Sincerely,

[Your Name]