

Acceptance of Offer for University Visiting Professor Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of Visiting Professor in the [Department Name] at [University Name] for the [Fall/Spring] semester of [Year]. I am honored to have been selected for this role and am excited to join your esteemed faculty.

As discussed, I will be available to start on [Start Date] and will be prepared to teach [Number of Courses or Specific Courses] as per our agreement. I look forward to contributing to the academic community and collaborating with fellow faculty and students.

Thank you once again for this incredible opportunity. Please let me know if there are any further steps I should take prior to my start date.

Sincerely,

[Your Name]