

Letter of Acceptance for Faculty Job Offer

[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 accept the position of [Position Title] in the [Department Name] at [University Name]. I am excited about the opportunity to contribute to the department and engage with students and faculty alike.

As per our discussions, I understand that my start date will be [Start Date] and my annual salary will be [Salary Amount]. I appreciate the support and resources provided for my relocation and onboarding.

I look forward to joining the team and contributing to the scholarly community at [University Name]. Thank you again for this opportunity.

Sincerely,

[Your Name]