

# Acceptance of Graduate Teaching Assistantship

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Graduate Program Coordinator

Department Name

University Name

University Address

City, State, Zip Code

Dear [Coordinator's Name],

I am writing to formally accept the Graduate Teaching Assistantship position offered to me for the [specific semester/year] in the [specific program/department]. I am thrilled to have the opportunity to work with the faculty and contribute to the academic success of my peers.

I appreciate the trust you have placed in me and I am eager to fulfill the responsibilities of my role. Please let me know if there are any documents or additional information you need from me at this time.

Thank you once again for this incredible opportunity. I look forward to starting my assistantship and contributing to the [department/program].

Sincerely,

[Your Name]