

Acceptance of Offer for Lecturer Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the position of Lecturer in [Department Name] at [Institution Name]. I am excited to join the faculty and contribute to the academic community.

Please confirm the following details regarding my appointment:

- Start Date: [Insert Start Date]
- Salary: [Insert Salary]
- Benefits: [Insert Benefits Details]
- Working Hours: [Insert Working Hours]

I appreciate the opportunity and look forward to working with you and the team.

Thank you for your support.

Sincerely,

[Your Name]