

# Acceptance of Tenured Faculty Position

Date: [Insert Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I am pleased to formally accept the offer for the tenured faculty position in the [Department Name] at [University Name]. I appreciate the confidence you have shown in me, and I am eager to contribute to the department and the university community.

I look forward to collaborating with my colleagues and engaging with students in both research and teaching. I hereby confirm my start date as [Start Date] and I will ensure that all necessary documents are submitted prior to this date.

Thank you once again for this incredible opportunity. I am excited to join [University Name] and contribute to its mission.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]