

Formal Acceptance of Faculty Role

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the position of [Position Title] in the [Department Name] at [University/College Name] as offered in your letter dated [Offer Letter Date]. I am honored by the opportunity to join such a distinguished faculty and contribute to the academic community.

I assure you of my commitment to upholding the mission and values of [University/College Name] and to enriching the learning experience of our students. I am eager to start my journey as a faculty member and collaborate with my colleagues in advancing our academic goals.

As discussed, I will be starting my new position on [Start Date]. Please let me know if there are any further steps I need to complete prior to my start date.

Thank you once again for this incredible opportunity. I look forward to making a positive impact within the [Department Name] and engaging with the faculty and students.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]