

Letter of Gratitude for Academic Position Offer Acceptance

Dr. [Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

[Date]

Dear Dr. [Recipient's Name],

I am writing to formally express my heartfelt gratitude for the offer to join [University Name] as a [Position Title] in the [Department Name]. I am truly honored and excited to accept this position.

Thank you for the trust and confidence you have shown in my abilities. I am enthusiastic about the opportunity to contribute to your esteemed department and collaborate with such a talented team.

I look forward to starting my journey at [University Name] and am eager to uphold the values and mission of the institution.

Once again, thank you for this incredible opportunity. Please let me know if there are any further steps I need to take as I prepare for my new role.

Sincerely,

[Your Name]

[Your Contact Information]