

Work-Study Program Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally accept the offer for the Work-Study Program position as [Job Title] in the [Department Name] for the [specific term or academic year]. I am excited about the opportunity to contribute to the team and gain valuable experience.

I appreciate the trust you have placed in me and I am eager to start my role on [start date]. Please let me know if there are any documents or information you need from me prior to my start date.

Thank you once again for this opportunity. I look forward to being a part of [University Name] and making a positive contribution.

Sincerely,

[Your Name]