

Acceptance Confirmation for Academic Assistantship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the Academic Assistantship position in the [specific department or program] at [University Name]. I am excited about the opportunity to contribute to the [briefly describe the tasks or projects] and to further develop my academic and professional skills.

Please let me know if there are any documents or further information you require from my side to facilitate this process. I look forward to joining the team and contributing positively to the department.

Thank you once again for this wonderful opportunity.

Sincerely,

[Your Name]

[Your Program/Department]