

Acceptance Letter for Educational Assistantship

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that you have been awarded an Educational Assistantship for the [academic year/term] at [University/College Name]. Your dedication and achievements in your academic journey have greatly impressed us.

Your assistantship will commence on [start date] and will continue until [end date]. As an Educational Assistant, your responsibilities will include [briefly outline responsibilities]. You will receive a stipend of [\$Amount] and any applicable tuition waivers.

Please confirm your acceptance of this assistantship by [deadline date]. We are excited to have you on board and look forward to your contributions to our department.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University/College Name]

[Contact Information]