

# Acceptance of School Assistantship Offer

Date: [Insert Date]

To,  
[Name of the Recipient]  
[Designation]  
[Institution Name]  
[Institution Address]

Dear [Recipient's Name],

I am writing to formally accept the offer for the School Assistantship position at [Institution Name] that was extended to me on [Date of Offer]. I appreciate the opportunity to contribute to [mention any specific department or program] and am excited to work with the esteemed faculty and staff.

I understand that my responsibilities will include [briefly mention the responsibilities], and I am fully committed to fulfilling these duties to the best of my ability. I am looking forward to commencing my role on [start date].

Thank you once again for this wonderful opportunity. Please let me know if there are any documents or further information required prior to my start date.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]