

# Acceptance of Teaching Assistantship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the Teaching Assistantship position offered to me in the [Department Name] for the [specific term, e.g., Fall 2023]. I would like to express my gratitude for this opportunity and assure you of my commitment to contributing positively to the department.

I am excited to assist in [briefly mention specific duties or courses], and I look forward to working closely with the faculty and students to foster a productive learning environment.

Please let me know if there are any further steps I need to complete or forms I need to fill out prior to my commencement in this role.

Thank you once again for this wonderful opportunity. I am eager to begin this journey and contribute to the academic community at [University Name].

Sincerely,

[Your Name]