

Acceptance of School Assistantship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title]

[Department/School Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the assistantship offer for the position of [Position Title] at [Department/School Name], as detailed in your recent communication. I am grateful for this opportunity and excited to contribute to [specific projects or responsibilities].

I confirm my acceptance of the position with the understanding of the terms and conditions discussed. I am eager to begin my work and look forward to joining the team on [Start Date].

Thank you once again for this incredible opportunity. Please let me know if you require any further information or documentation from my side.

Sincerely,

[Your Name]