

Acceptance Letter for Teaching Assistantship

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected for the position of Teaching Assistant in the [Department Name] for the [specific course/program name] at [University/College Name]. We appreciate your dedication and enthusiasm towards contributing to our academic community.

Your appointment will commence on [start date] and will conclude on [end date], contingent upon your compliance with university policies and satisfactory performance. You will be required to assist in [specific responsibilities/roles].

Please confirm your acceptance of this position by signing and returning this letter by [deadline date]. A formal contract will follow upon your acceptance.

We look forward to working with you and wish you a successful academic year ahead.

Sincerely,

[Your Name]
[Your Title/Position]
[Department Name]
[University/College Name]
[Contact Information]