

Acceptance Notification

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to inform you that you have been selected for the position of Teaching Assistant in the [Department/Subject] at [Institution Name]. Congratulations!

Your appointment is effective from [Start Date]. Please find attached the details regarding your responsibilities, work schedule, and remuneration.

If you have any questions or need further information, do not hesitate to reach out.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]