

Acceptance of Teaching Assistant Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the Teaching Assistant position at [Institution Name] for the [specific course/subject] starting on [start date]. I am grateful for the opportunity and excited about contributing to the academic success of students.

I understand that my responsibilities will include [briefly list key responsibilities]. I am prepared to fulfill these duties and to collaborate with the faculty and my peers effectively.

Please let me know if there are any documents or additional information you require before my start date. I look forward to joining the team and contributing to the learning environment.

Thank you once again for this incredible opportunity.

Sincerely,

[Your Name]