

Letter of Acceptance

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the position of Teaching Assistant in the [Specific Course or Department] for the [specific semester or academic year]. I am grateful for this opportunity and excited to contribute to the learning experience of the students.

As discussed, I understand my responsibilities will include assisting with course materials, leading discussions, and providing support to students under the supervision of [Instructor's Name]. I am committed to fulfilling these duties to the best of my ability.

Thank you once again for this opportunity. I look forward to working with you and the team. Please let me know if there are any further steps I should complete prior to the start of the semester.

Sincerely,
[Your Name]
[Your Email Address]
[Your Phone Number]