

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's 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 [Department Name] at [Institution's Name]. I am excited about the opportunity to contribute to the academic community and assist students in their learning.

As discussed, my responsibilities will begin on [Start Date], and I look forward to collaborating with the faculty and staff. Please let me know if there are any documents or formalities you need from me prior to my start date.

Thank you once again for this opportunity. I am eager to begin my work and contribute positively to the department.

Sincerely,

[Your Name]