

Teaching Assistant Contract Acceptance

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Department/Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the position of Teaching Assistant in the [specific course or department name] for the [academic term/year]. I appreciate the opportunity to contribute to the academic success of students and support the faculty in delivering high-quality education.

As discussed, my responsibilities will include [briefly outline key responsibilities]. I am looking forward to working collaboratively with the faculty and students to ensure a productive learning environment.

Thank you once again for this opportunity. Please let me know if there are any forms or further documentation needed from my side before the start date.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]