

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Department/School Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the position of Teaching Assistant in the [Department/Subject] at [Institution Name]. I am excited about the opportunity to contribute to the academic success of the students and work alongside the esteemed faculty.

As discussed, I understand that my starting date will be [Start Date] and that my salary will be [Salary/Rate]. I appreciate the trust you have placed in me and look forward to beginning this new chapter in my career.

Thank you once again for this incredible opportunity. I am eager to bring my skills to [Institution Name] and support the educational mission of the department.

Best regards,

[Your Name]