

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

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

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Position Title] in the [Department Name] at [University Name], as communicated in your letter dated [Date of Offer Letter]. I am excited about the opportunity to join your esteemed institution and contribute to [specific area or project of interest].

As discussed, my start date will be [Start Date], and I look forward to collaborating with the faculty and students. Please let me know if there are any additional documents or information you require from my side prior to my start date.

Thank you once again for this opportunity. I am eager to be a part of [University Name] and contribute to its mission and goals.

Sincerely,

[Your Name]  
[Your Title, if applicable]