

## Education Higher Education Letter of Acceptance

14 Hawthorne Way  
Lincoln, Nebraska 685xx  
April 15, 20xx

Dr. Lon Lee  
Department of ....  
School of ....  
Name of University  
University Address

Dear Dr. Lee:

I am very pleased to accept your offer of a position as Assistant Professor at a nine-month academic year salary of \$xx,xxx. It was a pleasure to visit with you and the rest of the department last month, and I look forward to working as a colleague with all of you.

I particularly appreciate your efforts in helping me with (perhaps a research effort or an adjustment that deals with teaching, etc. This will probably reflect a negotiated point.)

I plan to move to ...by August 10. Once I have a new address, I will let you know. I will stop in the department once I complete the move. Should you need to reach me prior to that time, I will continue to be here in Lincoln until July 20. You may reach me at the phone number listed on my vita. I will continue to monitor my e-mail throughout the period of the move.

Again, thank you for your efforts on my behalf. I look forward to my association with the department.

Sincerely,

Sandra Ortega