

Official Faculty Appointment Confirmation

Subject: Confirmation of Appointment as [Designation]

Dear [Candidate Name],

We are pleased to confirm your appointment as [Designation] at [Institution Name], effective [Start Date]. Enclosed are the terms and conditions of your employment, along with details regarding your responsibilities, salary, and benefits.

Please acknowledge receipt of this letter and confirm your acceptance by signing and returning the enclosed copy.

Sincerely,

[Principal/Director Name]

[Institution Name]

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