Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last name:

Thank you so much for offering me the teaching assistant position. I would love to accept your offer. I appreciate the time you took to interview me, and I am very glad to become a part of the staff at Suburb Elementary School.

I am ready to meet the students September X, and can’t wait to begin planning sessions with Jane Smith on August XX to help get her classroom and curriculum set for the new year.

Please let me know if these dates are still correct or if anything changes.

I look forward to starting my position and, once again, I'd like to thank you for this great opportunity.

Sincerely,

Your Signature

Your Typed Name