

Formal letter for HR or administrative processing

Dear [HR/Department Name],

I am writing to formally accept the postdoctoral fellowship offer at [Institution Name], commencing on [Start Date]. I acknowledge all terms and conditions as outlined in the offer and confirm my intention to join the institution as specified.

Please advise on any required documentation or onboarding procedures. I am eager to contribute to the department's ongoing research initiatives.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-letter-postdoctoral-fellowship>