Research Assistant Appointment Letter Template

[Research Institution Letterhead]

[Date]

[Research Assistant's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Research Assistant's Name],

We are pleased to confirm your appointment as a Research Assistant at [Research Institution Name] for the [Project Name]. Your skills and enthusiasm for research make you a valuable addition to our team.

Project: [Project Name]

Start Date: [Start Date]

End Date: [End Date]

Supervisor: [Supervisor's Name]

Attached are the details of your research assistantship, including your responsibilities, compensation, and other relevant information. If you have any questions or require further clarification, please do not hesitate to contact us.

Please sign and return this letter by [Acceptance Deadline] to indicate your acceptance of this appointment. We are eager to begin this collaborative research endeavor.

Sincerely,

[Your Name]

[Your Title]

[Research Institution Name]