**Sample Acknowledgement of Acceptance Letter**

This will acknowledge receipt of your letter accepting a Graduate Assistantship at Harvard University. All assistantship appointments are subject to formal confirmation by the appropriate University official and the Office of Graduate Assistantship Employment at HR Services. Though, if you meet all of the eligibility requirements as noted in your offering letter, your appointment will be confirmed.

To continue to hold this appointment, you must comply with any contingencies indicated in your offering letter and bring to the department office of the Office of Graduate Assistantship Employment, within 3 days of your report date, original documentation of citizenship / residence permission or current employment authorization as stipulated in the Immigration Reform and Control Act (IRCA) of 1986.

You will receive the stipend for your assistantship as follows:

**Semi-monthly stipend paid on the 15th and last business day of each month in amount of 1,200.00 USD GROSS**

On MM/DD/YYYY you are to report to head of the Office of Graduate Assistantship Employment at HR Services. Your assistantship ID card can be picked up in the Office for student affairs. If you have any further questions do not hesitate to contact us.

Sincerely yours,