Ruj. Kami :

*(Our Ref.)*

Tarikh :

*(Date)*

Candidate’s name

Department’s name

Institutional address

Tel and fax numbers

E-mail address

Dear Sir/Madam,

**ACCEPTANCE LETTER FOR POSTDOCTORAL PROGRAMME**

The above matter is referred.

2. This is to inform you that, as a candidate for a postdoctoral fellowship under the agreement established by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [programme partner], you have been accepted for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [length of time in months please specify] postdoctoral programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [field of specialization/research programme], at this department/institution.

3. If subsequently selected for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [programme partner] Fellowship, you will be under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of supervisor] to be contacted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [email address]. The research project for which you have been accepted to study at this institution is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [research title]. The cost of bench fee for this programme is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [please specify].

4. Please be informed that this acceptance letter is subject to the final offer issued by our institution.

Thank you.

**“WITH KNOWLEDGE WE SERVE’**

Yours sincerely,

………………………………………..

[name of head of department]