**Great Lakes Region**

**Faculty Letter of Acceptance (email)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

As Dean of Faculty for the GLR 20\_\_ seminar “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, I am delighted to offer you the opportunity to be a part of our faculty. We hope you will teach for us the \_-day class “\_\_\_\_\_\_” as well as the \_ day class “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

As a reminder, our seminar dates are \_\_\_\_\_\_\_\_\_, 20\_\_, and our seminar will take place at the \_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_. We expect to get contracts out to teachers sometime in mid to late January, 20\_\_ so we won’t get caught in holiday mailing issues. Please read the contract very carefully and if you are in agreement, sign all copies and return them to me on or before February 28, 20\_\_. One fully signed contract will be returned to you for your files.

I have also left this message on your home phone. Please let me know if you accept our offer to be a part of our faculty. We would like a verbal or email confirmation by the end of the month, although sooner would be great!

If you have any questions at all about our seminar, please do not hesitate to contact me. My home phone is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My personal email is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

On behalf of our seminar faculty selection committee, I hope you’ll accept our offer, since we look forward to your teaching these wonderful classes at our seminar. In any case, our best wishes for a great holiday season!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean of Faculty, GLR 20\_\_ Seminar