

# Appointment Letter For Teacher

Dear [Teacher's Name],

We are pleased to offer you a teaching position at [School/Institution Name]. Congratulations on being selected for this position!

Your employment with us will officially commence on [Start Date] and your position will be that of [Job Title] in the [Department/Subject]. Your duties will include teaching [Subject/Course], preparing lesson plans, grading assignments and exams, maintaining student records, and engaging in professional development activities.

Your annual salary will be [Salary Amount] and will be paid in accordance with our regular payroll schedule. You will also be eligible for employee benefits, which include health insurance, retirement plans, and vacation time.

We expect you to adhere to our school policies and to maintain a high level of professionalism at all times. You will be expected to follow the school's code of conduct and to promote a positive and inclusive learning environment for all students.

Please acknowledge your acceptance of this offer by signing and returning the attached copy of this letter. We look forward to welcoming you to our team and to working together to ensure the success of our students.

Sincerely,

[Your Name]

[School/Institution Name]