

Formal Teacher Appointment Letter

Subject: Appointment as [Subject] Teacher

Dear [Teacher Name],

We are pleased to inform you that you have been appointed as [Subject] Teacher at [School Name] effective [Start Date]. Your responsibilities will include preparing lesson plans, conducting classes, evaluating students, and contributing to school activities as directed by the administration.

We look forward to your dedication and valuable contribution to our institution. Kindly acknowledge receipt of this appointment letter and confirm your joining date.

Sincerely,

[Principal Name]

[School Name]

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