

Casual Appointment Email for Teacher

Subject: Welcome to [School Name] – Your New Teaching Role

Hi [Teacher Name],

We are excited to have you on board as [Subject] Teacher starting [Start Date]. You™ll be responsible for teaching classes, preparing lesson plans, and engaging with students to make learning enjoyable.

Please feel free to reach out if you have any questions before joining. Looking forward to working with you!

Best,

[Principal Name]

[School Name]

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