Quick Internal Teacher Appointment Message

Subject: New Teacher Joining â€" [Teacher Name]

Dear Staff,

Please be informed that [Teacher Name] will be joining [School Name] as [Subject] Teacher starting

[Start Date]. Let's extend our warm welcome and support them in their new role.

Regards,

[Principal Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/appointment-letter-for-teacher