# Acceptance Pending Completion of Formalities

Subject: Conditional Acceptance of Teaching Role

Dear [Principal Name],

I am pleased to accept the offer for the [Subject] Teacher position at [School Name] on the condition that I complete the necessary background checks and submit all required documents by [Deadline].

I am committed to joining your esteemed institution and contributing positively.

Thank you for your understanding.

Sincerely,

[Your Name]

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