**Appointment Letter for School Teacher Format**

Mr /Miss\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_

**Subject:  Appointment Letter From School**

Dear \_\_\_\_\_,

We are hereby pleased to inform you that, Management from \_\_\_\_\_\_ School System offers you appointment as a \_\_\_\_\_\_\_\_ in our institution. Based upon your interview and tests in which you have qualified and performed best among other candidates. The monthly salary in respect of this appointment will be \_\_\_\_\_\_\_\_\_\_\_.

If you wish to accept this offer of appointment in our school under the conditions set out in the attached Conditions of Service for **Teachers in Private Schools, sign Letter of Acceptance and Conditions of Services. After receiving this letter kindly meet the principal of \_\_\_\_\_\_ School system.**

A meeting will be held and you will be told about all the rules and regulation along with working pattern of our school. We hope that you will be glad upon this news and will come to us soon. This is really an honor for us to hire such a competent candidate like you in our valued institute.

We wish you good luck in future and hope that you will be according to our requirements and will be capable to fulfill tasks assigned to you, its really a good opportunity for you to prove yourself in this institute and make your worth an a significant person.

With Best Regards,

Chairman\_\_\_\_\_\_\_\_\_\_\_,  
\_\_\_\_\_\_\_\_\_ School System.

Date:\_\_\_\_\_\_\_\_\_\_\_