**To:**

David Grey

Integrity Street

Houston Texas

USA

**From:**

Graham High School

10th Street 009

Houston Texas

USA

October 15, 2018

Dear Sir,

**Subject: APPOINTMENT FOR THE POSITION OF A PHYSICS TEACHER**

Following your application for the position of physics teacher on August 17, 20XX, to Graham High School and subsequent interviews on September 12, 20XX, and September 19, 20XX, I am glad to inform you that you passed the interview.

Effective November 15, 2018, you have been appointed as a Physics teacher with an annual starting salary of $61,890. Other allowances and benefits admissible in your pay scale are outlined in the attached letter. You are kindly requested to respond to this letter within 10 days on whether you accept this offer.

This appointment is permanent and all terminal benefits, including gratuity, are attached.

Should you accept this offer, your probation will start immediately and will take 3 months. Your services can be terminated during your probation without any notice, based on your conduct. Also, the probation period may be extended.

Find attached other terms of your employment, your duties and responsibility, and our rules of engagement.

Welcome to Graham High School.

Congratulations on your appointment!

Yours Sincerely,

Sarah Mathews,

Deputy principal.