Date…

Candidate name…

Address…

Contact no…

**Sub: Appointment Letter for School Teacher**

Dear (name), Congratulations!

This is to notify for your appointment as English (Subject name) teacher from (date). We welcome you on behalf of our school, teachers and administration staff members at the faculty of (school/Institute name).

Please report to your section head (Name) on (date) with your original educational certificates. You are also requested to fill the enclosed employment biodata form required for this job and submit it to the HR Department.

Your probation period is for three/Six/twelve months starting from (date). After your probation, you will be able to get all the benefits officer by the school to its permanent faculty members. We wish you the best of luck.

Sincerely,

Name…

Head HR Department.