Date…

Candidate name…

Address…

Contact no…

**Sub: Teacher Appointment Letter**

Dear (name),

Congratulations!

I am pleased to inform you about your selection and teaching job confirmation for the post of Assistant Teacher for Physics (Subject name) for A-Level/Grade at (school/Institute name) with the effect from (date). All the terms and conditions with other benefits are mentioned in the attached employment agreement form.

I congrats you and welcome you on behalf of all the teaching and administration staff of (school/Institute name). Now you are the family member of (school/Institute name) teaching staff and I hope that we together will work very hard to achieve the goals of our (school/Institute name).

Sincerely yours,

Mame…

Manager HR Services.