**Appointment Letter for School**[**coordinator**](https://documentshub.com/cover-letter/cover-letter-school-coordinator/)

Dear Ms. jolly, Congratulations!

With reference to your interview which conduct on 6th March. We are feeling very happy to inform you, that our interview committee has selected you as coordinator post of school. You are request to join our school immediately as coordinator and report to HR Department. All terms and conditions are mentioned in Appointment Letter.We again congratulates you for your appointment on behalf of management and teaching staff.With best wishes

Truly,

Robert Roz  
Head HR Department