**Appointment Letter for School Teacher**

Dear Ms. Kanza, Congratulations!

This is to notify you of your appointment as an English teacher from 18 July (Date). We welcome you on behalf of our school, teachers, and administration staff members at the faculty of Beacon House School System.

Please report to your section head Mrs. Tanzeela on 18th July 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 months starting from 18th July (Date). After your probation, you will be able to get all the benefits officers by the school to its permanent faculty members. We wish you the best of luck.

Sincerely,

Momina  
Head HR Department