Dear **Peter**,

Good day!

We are pleased to appoint you as the new **Biology Teacher** at our school, **St Josephs Convent School**. We have outlined the terms and conditions of your employment in the documents attached.

Please go through the terms & conditions diligently. Sign and return a copy of the agreement along with advised documents to us as soon as possible. If you wish to discuss any of the points then please feel free to reach out to us. We will be happy to address them.

In case you fail to submit the necessary documents by the last date advised, the letter of appointment will be withdrawn automatically.

We all are excited to have you on board!

Regards,

**Bob**

**Adminitration officer**,  **St Josephs Convent School**