### EMAIL TEMPLATE

### APPOINTMENT LETTER FOR TEACHER

From,

Mr. George Ernest

Principal,

Sunshine Public School,

665, Della Streets,

Moorland 675675

To,

Ms Lucy Hoffmann

45, Heighten Apartment,

VB- True Lane,

Moorland 675675

Date: 12 May, 20XX

**Subject: Appointment letter for the position of Geography teacher**

Dear Ms Hoffmann,

I am writing this on behalf of the Board of management of the Sunshine Public School, to inform you that our interview committee has selected you as the new Geography teacher.

A modest furnished accommodation in the school campus with a total emolument of $00000 has been approved by our management committee. I hope you will be happy with this. I feel proud and pleased to appoint you and welcome you to our school.

We would like you to join at the earliest and I, on behalf of the school management, ensure you of the best working ambience for your services. Please notify us of your acceptance by 02 February, 20XX. I look forward to meet with you.

With best wishes and regards,

Mr. George Ernest

Principal,