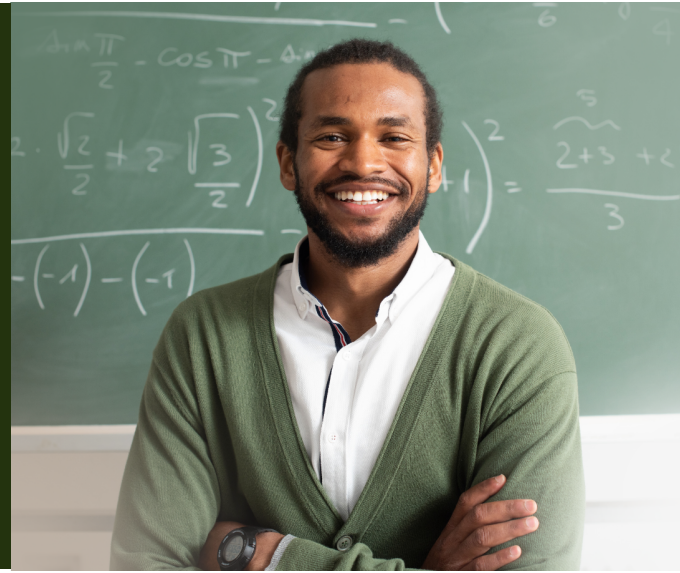


TEACHER APPOINTMENT LETTER

123 Maple Street Anytown, PA 17101
info@example.com
www.example.com
(123) 1234567



TO:

Dear _____,

Thank you for applying for the _____ position at _____. I am pleased to inform you about your selection and confirmation for the position, with effect from _____.

As per our interview discussion, we have fixed the remuneration at _____ per annum. To finalize other working terms, there is a meeting scheduled on _____.

Mentioned below are the criteria that apply to this provisional appointment letter:

- Acceptance of the offer
- Joining for the job latest by _____
- Submission of _____, _____, _____ and _____ within the next _____ weeks.

I congratulate you on the selection. Kindly revert as soon as possible.

Sincerely,



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