

Dear Sir/Madam,

20 August 2022

Employment Reference Letter

I confirm that Feng Xueying Feng was employed by Miyi Wendao Middle School as a Junior High School Chinese Language Teacher from 19 February 2021 to 15 August 2022.

I further confirm that her annual remuneration was RMB 140,000, and she was required to work 40 hours per week on a full-time employment basis.

Position(s) held by her are listed below:

Position	Period	Annual Remuneration (RMB)
Junior High School Chinese Language Teacher	19 February 2021 to 15 August 2022	140,000

Her responsibilities included the following:

- Teaching Chinese language courses to junior high school students, developing lesson plans, preparing teaching materials, and conducting classroom instruction.
- Providing individualized tutoring to students based on their specific needs, helping them improve their Chinese language skills and academic performance.
- Designing and implementing diverse teaching methods to engage students, foster their interest in learning, and develop their reading and writing abilities.
- Participating in various school-organized teaching and research activities to continuously enhance teaching quality and professional expertise.
- Managing students' daily activities, cultivating good study habits and behaviour norms among students.
- Organizing and participating in various Chinese language activities such as speech contests and essay competitions to enrich students' extracurricular experiences.
- Assigning and grading student assignments and exams according to the curriculum requirements, assessing students' learning outcomes, and providing semester summaries and evaluations.

Sincerely,

Principal, Miyi Wendao Middle School

