



地址:浙江省仙居县横溪镇镇西路 80 号

邮箱: info@yuanwenedu.com

电话: 13486296199

Dear Sir/Madam,

17 April 2024

Employment Reference Letter

I confirm that Xueying Feng was employed by Wenyuan Hengxi Middle School as a Senior High School Chinese Language Teacher from 15 August 2022 to 17 April 2024.

I further confirm that her annual remuneration was RMB 160,000, 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)
Senior High School Chinese Language Teacher	15 August 2022 to 17 April 2024	160,000

Her responsibilities included the following:

- Teaching Chinese language courses to senior high school students, developing comprehensive lesson plans, preparing teaching materials, and conducting classroom instruction.
- Providing personalized tutoring to students based on their individual needs, helping them improve their Chinese language proficiency and academic performance.
- Designing and implementing innovative teaching methods to engage students, stimulate their interest in learning, and enhance their reading, writing, and critical thinking skills.
- Maintaining effective communication with students' parents, providing regular feedback on students' progress, and collaborating with parents to support students' holistic development.
- Assigning and grading student assignments and exams according to the curriculum requirements, assessing students' learning outcomes, and providing detailed semester summaries and evaluations.

Sincerely,

方颖

(Ying Fang)

HR Manager , HR Department, Wenyuan Hengxi Middle School



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