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.

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Description automatically generatedSincerely,

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(Ying Fang)

HR Manager ， HR Department， Wenyuan Hengxi Middle School