**Appointment Letter Format for Teacher**

**[Your School's Letterhead]**

**[Date]**

**Dear [Teacher's Name],**

**I am delighted to extend an offer of appointment to you for the position of [Position Title] at [School Name]. We believe your qualifications, experience, and dedication will make a valuable contribution to our educational community. We are excited to welcome you as part of our teaching team.**

**Please find the terms and conditions of your appointment below:**

**Position: Your role will be [Position Title], and you will report to [Supervisor's Name]. Your primary responsibilities include [Brief Description of Responsibilities].**

**Compensation: Your initial salary will be [Salary Amount] per [hour/annum/month], paid on a [Pay Frequency] basis. This salary is subject to applicable deductions as per legal requirements.**

**Working Hours: Your regular working hours are from [Start Time] to [End Time] on [Working Days]. Please be aware that you are expected to adhere to the school's calendar, attend all mandatory meetings and events, and actively participate in the school's extracurricular activities.**

**Benefits: As a full-time teacher at [School Name], you will be eligible for the benefits offered to our teaching staff, including [List of Benefits, e.g., health insurance, retirement benefits, etc.], as per the school's policies.**

**Probationary Period: You will undergo a probationary period of [Probationary Period Duration], during which your performance and compatibility with the position will be assessed.**

**Termination: Your employment may be terminated, with or without cause, and with or without notice, at any time by either [School Name] or yourself.**

**Code of Conduct: As a teacher at our school, you must adhere to the school's code of conduct, which includes [Specify any specific codes or policies the teacher should be aware of].**

**Confidentiality: It is expected that you maintain the confidentiality of all school-related information.**

**Other Terms: Any additional terms and conditions will be specified in the formal employment contract, which you will be required to sign.**

**Please acknowledge your acceptance of this appointment by signing and returning one copy of this letter by [Acceptance Deadline]. If you have any inquiries or require further clarification, please feel free to contact [Contact Person] at [Contact Email] or [Contact Phone Number].**

**We eagerly anticipate your positive response and your joining our dedicated team of educators.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[School Name]**