

Job Acceptance Letter For Teaching

Rebecca Allen

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Hometown, ST 54321

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(321) 654-9870

June 17, 2024

Mr. David Williams

Principal

Greenwood Elementary School

123 School Street

Hometown, ST 54321

Dear Mr. Williams,

I am writing to formally accept the position of Fourth Grade Teacher at Greenwood Elementary School. I am honored by this opportunity and am excited to join your esteemed school community.

As discussed, my start date will be August 15, 2024, and my starting salary will be \$50,000 per year. I understand that I will also be eligible for the benefits package, including health insurance, retirement plans, and 10 days of paid leave.

I am enthusiastic about bringing my skills and passion for teaching to Greenwood Elementary School and contributing to the development and success of the students. Please let me know if there are any additional documents or steps required before my start date. If you need any further information from me, feel free to contact me at (321) 654-9870 or rebecca.allen@example.com.

Thank you again for this wonderful opportunity. I look forward to joining Greenwood Elementary School and working with the dedicated team of educators.

Sincerely,

Rebecca Allen