

# Teacher Appointment Letter with Terms and Conditions

[School Name]

[School Address]

[City, State, Zip Code]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

We are pleased to offer you the position of [Position Title], in the [Department Name] at [School Name], effective [Start Date]. This appointment is contingent upon the terms and conditions outlined below.

You will serve as a [Position Title], responsible for [brief description of duties and responsibilities], reporting directly to [Supervisor's Name/Title]. This is an ongoing position, beginning on [Start Date], and subject to the school's policies.

Your compensation will be an annual salary of [Salary Amount], paid monthly on the last working day of each month. Additionally, you will be eligible for [mention any bonuses, benefits, or allowances, if applicable].

Normal working hours are [Start Time] to [End Time], [days of the week], with potential additional hours or event attendance as required by your role. You are entitled to [number] days of paid leave annually, plus public holidays, pending supervisor approval.

The school supports professional development through training programs, workshops, and conferences, subject to approval and budget considerations. High standards of professional conduct are expected, aligning with school policies and regulations.

Confidentiality regarding proprietary and sensitive information about the school and its students is mandatory.

Employment may be terminated by either party with [Notice Period] written notice, or immediately by the school for cause, per our policies.

Please sign and return the enclosed copy of this letter to confirm your acceptance of this offer and its terms. We look forward to welcoming you to [School Name]. For any questions or more information, please contact [Contact Person's Name and Title] at [Contact Information].

Sincerely,

[Signature]

[Name of School Administrator]

[Title]

[School Name]