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# TEACHER APPOINTMENT LETTER

123 Maple Street Anytown, PA 17101  
info@example.com  
www.example.com  
(123) 1234567



**TO:**

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Dear \_\_\_\_\_,

Thank you for applying for the \_\_\_\_\_ position at \_\_\_\_\_. I am pleased to inform you about your selection and confirmation for the position, with effect from \_\_\_\_\_.

As per our interview discussion, we have fixed the remuneration at \_\_\_\_\_ per annum. To finalize other working terms, there is a meeting scheduled on \_\_\_\_\_.

Mentioned below are the criteria that apply to this provisional appointment letter:

- Acceptance of the offer
- Joining for the job latest by \_\_\_\_\_
- Submission of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ within the next \_\_\_\_\_ weeks.

I congratulate you on the selection. Kindly revert as soon as possible.

Sincerely,

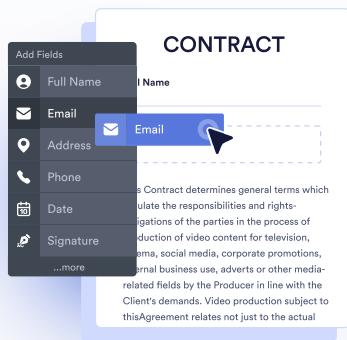


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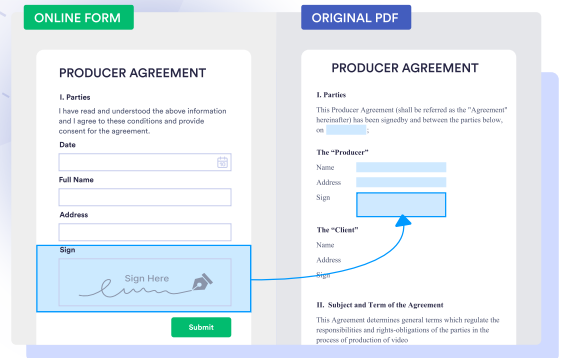
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