

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Job offer letter for teacher.

Dear, [mention the name of the candidate]

We are very delighted to let you know that you have been selected for the post of [mention the subject] teacher at our esteemed institution that is [mention the name of the institution]. This selection was done on the basis of the last interview which was conducted over the zoom call on [mention the date].

There's a lot of responsibilities and duties of a teacher which includes assigning homework, grading marks, educating students at all levels, preparing lesson plans, motivating students and many such things which can be done by you in a proper manner according to our beliefs.

After joining this institution you will be eligible to have all the staff benefits which includes [mention the staff benefits] and in addition to this you will also get bank holidays, compensation, bonus and health facilities by the institution.

Your monthly salary which is [mention the amount] will be credited to your bank account at the end of each month. You can join work from [mention the date] if you are interested and working hours are from [mention the starting time] to [mention the ending time]. Proper dress code should be maintained and code of conduct should be followed properly.

We believe that you will be determined towards your work. If you are interested in joining this institution then kindly sign the terms and conditions form attached to this letter after going through each and every point properly and submit it on the company's website before [mention the date]. Thank you so much for your valuable time.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the name of the institution]