

From

[Mention the full name of the sender]

[Mention the address of the sender]

To,

[Mention the full name of the recipient]

[Mention the address of the recipient]

[Mention the relevant date]

Subject – Appointment letter for Curriculum Designer

Dear [mention the relevant salutation],

It is to notify you that you have been selected for the position of a Curriculum Designer, and you are required to join immediately on [mention the relevant date], at the Institute of [mention the full name of the institution], at [mention the state name].

You are required to go through all the academic programs that are being run by the institution at present and provide the correct report on the state of such programs along with any required changes that should be made, if necessary, for the improvement of the concerned programs.

We here at [mention the full name of the institution] are very focused and determined and expect a very professional approach from your side to provide the students with a proper base to excel in their career choice.

It has been made clear to you that you would be paid [mention the relevant Dollars] Dollars and any other extra benefits only when there are additional achievements out a specific program.

Do contact us immediately or else send this offer letter back to us with your approval and a Xerox copy of your relevant identity documents, if you feel that this is the place for you.

Yours Sincerely,

[Mention full name of the sender]

[Mention hand-written signature of the sender]

[Mention the relevant date]

[Mention the designation of the sender]