To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Teacher’s Appointment Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to inform you that you have been appointed as the teacher of [mention the Subject] at [Institution Name] effective [mention Date]. All the terms and conditions of your employment are attached with this letter.

If you agree to these terms and conditions, please make sure to sign and return this letter at the Institute’s address by [mention date]. I hope that your experience and unique teaching methods will prove to be very helpful for the institute and its students. I also hope that your journey with the institute will be very pleasant.

For further details or queries, feel free to contact me through the given below contact details.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]