

SAMPLE

LETTER OF ACCEPTANCE

(To be completed by the teacher)

To : The Supervisor/Incorporated Management Committee*,

(Name of School)

(Address of School)

Dear Sir/Madam,

I accept the appointment offered in your letter dated _____ in accordance with the attached Conditions of Service for Teachers in Aided Schools. I understand, and agree to abide by, my obligations under these conditions, the Education Ordinance** and its subsidiary legislation and the relevant Code of Aid#. I also agree to abide by all other instructions as may be issued from time to time by the Secretary for Education /Permanent Secretary for Education concerning aided schools.

Yours sincerely,

Signed : _____

Name: _____
(in Block Letters)

Address : _____

Date : _____

* delete as appropriate

** Copies of the Education Ordinance may be purchased via the online Government Bookstore at <http://bookstore.esdlife.com/>. A copy is available in the school for consultation.

The relevant Code of Aid is available in the school and on the EDB Homepage for consultation.