

LETTER OFFERING APPOINTMENT - TEACHERS IN AIDED SCHOOLS

Name of School : Telephone No. :

Supervisor : _____
(Name in English) (Name in Chinese)

Principal/Head of School : _____

(Name in English) (Name in Chinese)

Address : _____ Date : _____

The School Management Committee (SMC) / Incorporated Management Committee (IMC)* of the _____ School hereby offers you an appointment as a teacher in the school. The monthly salary scale in respect of this appointment is shown in the conditions of service attached hereto. You will be required to enter the salary scale at \$_____# a month. If you wish to accept this offer of appointment in the above school under the conditions set out in the attached Conditions of Service for Teachers in Aided Schools, please sign both copies of the Letter of Acceptance and both copies of the Conditions of Service and return one copy of each document to me direct or through the Principal/Head of School. The second copies are for your retention. If no reply is received on or before _____, the offer shall be considered withdrawn. You are advised to give due and proper notice of your intention to leave your present employment. If you accept this offer, you are required to report for duty at _____ am/pm on _____.

()
Supervisor

The pay point is subject to the final salary subsidy assessment made by the Education Bureau; whereas the salaries of the pay scale are subject to downward or upward adjustment or being frozen arising from the civil service pay adjustment/review on civil service starting salaries/pay policy review.