

# SAMPLE

(This sample letter is for reference only.)

Please revise the content according to the school's situation as appropriate.)

<Date>

<Name of NET>

Native-speaking English Teacher

Dear Mr/Mrs/Ms <NET's surname>,

**Extension of Contract Period –  
under the Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools**  
(Two copies of this letter should be signed by the Supervisor)

I am pleased to inform you that your existing Contract ending <End date of contract> as a NET in our school will be extended for one year from <Start date of Extension Contract Period> to <End date of Extension Contract Period>.

Please note that the provision of gratuity, special allowance and passage shall be arranged in accordance with paragraph 6.3, 11 and Annex A of the Contract respectively. The main points are summarized as follows:

- The gratuity covering the completed period of contract before the extension of the Contract Period may be paid in accordance with paragraph 6.2 and/or (as applicable) paragraph 6.3 of the Contract. Upon satisfactory completion of the Extension Contract Period (i.e. from <Start date of Extension Contract Period> to <End date of Extension Contract Period>), the corresponding gratuity may be paid at the end of the Extension Contract Period.
- A monthly special allowance will be provided to eligible NET and the rate of the allowance is subject to adjustment according to the prevailing rate upon the commencement of the Extension Contract Period.
- Only one homeward passage to a NET's country of origin will be provided for an eligible NET for each Contract, even though the Contract Period has been extended. Therefore, you, if eligible, will only be provided with one homeward passage upon your satisfactory completion of the Contract at the end of the Contract Period (as extended by the Extension Contract Period and (as applicable) as extended from time to time, regardless of the number of times of such extension).

The other terms and conditions as earlier conveyed to you vide our previous letter of appointment dated <Day/Month/Year> still apply.

If you accept this offer of extension of the Contract Period for the Extension Contract Period, please sign both copies of the acceptance proforma and return one copy to the Principal on or before <Day/Month/Year>. The second copy is for your retention. If we do not hear from you by the due date, it will be assumed that you have declined the offer contained in this letter.

Yours sincerely,

<Name of Supervisor>  
Supervisor

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## Acceptance Proforma

To : <Name of Supervisor>  
Supervisor  
<School Name>  
<School Address>  
<School Address>

Dear Mr/Mrs/Ms <Supervisor's surname>,

I have read and understood the provisions contained in the letter of <Day/Month/Year> on Extension of Contract Period under the Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools. I confirm that I accept the offer of extension of the Contract Period as a NET in your school from <Start date of Extension Contract Period> to <End date of Extension Contract Period> under the terms and conditions contained in that letter. I confirm that I agree to abide by my obligations under the terms and conditions contained in your previous letter of appointment dated <Day/Month/Year> as well as the Education Ordinance and its subsidiary legislation, the respective Code of Aid and all other relevant instructions as may be issued from time to time by the Permanent Secretary for Education.

Yours faithfully,

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( Signature )

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( Name in Block Letters )

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( Date )