

SPECIMEN

LETTER OF ACCEPTANCE

(To be completed by the teacher)

(Address)

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 Private Schools. I understand, and agree to abide by, my obligations under these conditions, the Education Ordinance* and its subsidiary legislation.

Yours sincerely,

Signed : _____

(Name in Block Letters)

Date : _____

* Copies of the Education Ordinance may be purchased via the online Government Bookstore at <https://www.gov.hk/en/residents/government/publication/publication/bookstore.htm>. A copy is available in the school for consultation.