

SPECIMEN

LETTER OFFERING APPOINTMENT - TEACHERS IN PRIVATE SCHOOLS

(Two copies of this letter should be signed by the Supervisor.)

Name of School : _____ Telephone No. : _____

Address of School : _____

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

Principal/
Headteacher : _____
(Name in English) (Name in Chinese)

Dear Sir/Madam,

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 in respect of this appointment will be \$_____. 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 Private 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/Headteacher. 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 If no reply is received on or before _____, the offer shall be considered withdrawn.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 _____.

Yours sincerely,

(_____)
Supervisor

Mr/Miss/Ms/Mrs _____
(Name of teacher offered appointment)

Address : _____ Date : _____

* *delete as appropriate*