|  |
| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

Welcome on board! We are pleased to inform you about your selection as ‘Head Mistress’ at XYZ School, X branch.

You can inform us about your acceptance of this offer till 25th September 2019 and your joining date is 1st October 2019. Your contract will be signed immediately after your joining. Your monthly salary will be $[X], which will be increased by 8% every year. This is a rolling contract.

A team of around 65 teachers and a headcount of approximately 1000 students will be under your supervision. You will be directly reporting to the principal of the school.

You can send us your consent by writing a reply to this letter and posting it on the mentioned address. We look forward to seeing you.

Regards,

Stacy Geller.