Date:

To: Name of the candidate  
From: Name of the school  
Sub: Request letter to join

ABC School is seeking talented and educated teachers to occupy the post of secondary school teacher for the subject of Physics. The school has a very handsome salary package for its teachers.

The benefits include bonus details are given below:

Salary: 65669$ annually  
Bonus: 15% on a good performance  
Retirement recognition of employee: 10% of the total salary  
Salary increment: 20% of total salary once a year

All these terms are negotiable.

The secondary school teacher of physics will perform the following job responsibilities:

1. Designing a comprehensive lesson plan
2. Establishing a learning environment in the classroom
3. Making use of technology to indoctrinate students with basic and advanced principles of physics
4. Forming a friendly and respectful bond with pupils so that they can comfortably have discussions in the classroom

From your resume, we have come to know that you have a background related to physics and are also an experienced person. We believe that you can prove yourself to be a valuable part of our organization. We would love to see you as a part of our educational institute as a respectable teacher.

It is our humble request to you to please join our school and be a part of its educated and qualified staff. If you have any questions, you contact us for organizing a meeting with you. We are looking forward to a positive response from your side.

Regards,

Name of the sender

Signatures

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