**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Job duties description for [XYZ]**

Dear Mr. ABC,

This is to inform you that you have been recruited by XYZ school as a full-time senior math teacher for the secondary school section.

Your job responsibilities will be:

* Designing and planning lessons for the lecture in the classroom
* Assigning homework to students
* Assessing students through the national grading system
* Documenting the progress of students
* Clearing concepts of students

The key expectations from you as a teacher are:

* To be on time always in school and the classroom
* Maintaining discipline in the classrooms
* Teaching basic ethics to students
* Clearing concepts of students
* Providing them with the guidance they need to excel
* Motivating them in the management department.
* to work hard and achieve something in the future

If you want to know more about job duties and responsibilities, feel free to contact Mr. [XYZ], the manager of the school. Thank you so much for choosing our school to work with. We look forward to your support and cooperation with our school.

Regards,

Name of the sender  
Sender’s designation in the company  
Name of the company