

Teaching Job Acceptance Letter

[Your Name]
[Address]
[Letter's Date]

[Recipient's Name]
[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I hope this letter finds you in good health. I have good news for you. I am Prof. Robert Geller, Vice Principal at West Bank high school and I am writing this letter in reference to the teaching position you had applied for. I am pleased to tell you that you have been selected for the job. Congratulations.

I must say your curriculum vita was very impressive but the final decision was made after your interview. It will be a pleasure to have someone with your capacity as a member of our teaching faculty.

The commencement of classes is from the 7th of next month. All of the joining instructions, required list of documents and a copy of rules and regulations are mentioned in a notebook enclosed within this letter. There is going to be a meeting of the teaching faculty and administration held in the next week to discuss the curriculum plan of this semester. It is mandatory for you attend the meeting. Good luck.

Thank you very much.

Yours Sincerely,

[Your Name]