



# ABC Public School

Add – Shiv nagar roxy talkies Gwalior mp

## Job Offer Letter

**Abc Public School**

Shiv nagar roxy talkies,  
Gwalior, pin 000000, MP

**Date:** 00-00-25

**To,**

Anil Shrivastava  
Govind nagar,  
Gwalior, MP

**Subject: Job Offer for the Position of English Teacher**

Dear Anil Shrivastava,

We are pleased to offer you the position of English Teacher at Abc public school based on your qualifications and the interview conducted on 00-00-25 We are confident that your knowledge and experience will be valuable to our institution.

**Job Details:**

- **Position:** English Teacher
- **Department:** Senior Secondary
- **Reporting to:** Vinay Verma
- **Date of Joining:** 00-00-25
- **Job Type:** Full Time
- **Working Hours:** 8:00 AM – 2:00 PM, Monday to Saturday

**Salary and Benefits:**

- **Monthly Salary:** ₹ 18000
- **Probation Period:** 1Year

This offer is contingent upon submission of the following documents:

1. Copies of educational certificates
2. ID proof (Aadhaar/PAN)

3. Passport size photographs
4. Previous experience certificate (if any)

Please sign and return a copy of this letter as a token of your acceptance on or before [Acceptance Deadline Date].

We warmly welcome you to our team and look forward to your positive response.

Sincerely,

**[Your Name]**

[Designation, e.g., Principal]

**[School/Institution Name]**

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**Candidate's Acceptance:**

I, [Candidate's Full Name], accept the job offer for the position of [Subject] Teacher at [School Name] as per the terms and conditions mentioned above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_