

Appendix 3

School letterhead

Address

NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
POSTCODE

Dear

RE: CONFIRMATION OF APPOINTMENT/ TEMPORARY APPOINTMENT

As stated in your Terms and Conditions that as a new employee of (school name) your appointment is subject to a satisfactory probation assessment report within your first six months of service.

Further to your recent probation assessment meeting, I have received your satisfactory probation assessment report and I am pleased to confirm your appointment to **XXX, XXX** Services. ***(for the remainder of your contract term) – for temporary appointments only delete if necessary.***

All your terms and conditions of employment are as per your contract of employment.

If you have any queries, please do not hesitate to contact me

Yours sincerely

NAME
Headteacher
