Teacher offer letter

Editable sample letter: replace the details with your own records before signing

Offer reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company] (private, unaided)
Workplace: Pune campus
Candidate: [Candidate Name]
Dear [Candidate Name],
[Company] offers you the post of Primary Teacher for grades 3 and 4, teaching English and EVS. You join on [Date], before the term the principal names in the attached calendar. You report to the principal.
Gross monthly salary during teaching months: INR 33,000, made up of basic INR 24,000, HRA INR 6,000 and special allowance INR 3,000. This matches the teacher salary slip's structure.
Vacation pay is not included in the INR 33,000. If the school pays vacation, the attached calendar will say which month and which amount. This letter does not assume a government vacation rule.
This is not a government appointment and not a pay-commission scale.
Please accept by [Date].
Signatory: [principal]