

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Teaching Position

I am writing to formally confirm my appointment as an English teacher at [School/Institution Name] for the academic year [Year]. I am excited to contribute to the educational development of our students and promote a love for literature and language.

As agreed, my responsibilities will include [briefly outline responsibilities, e.g., curriculum planning, classroom instruction, student assessments]. I am committed to fostering an engaging learning environment and collaborating with colleagues to enhance our English program.

Please let me know if there are any additional details or paperwork needed prior to my start date on [Start Date]. I look forward to joining the team and making a positive impact.

Thank you for this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]