

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

Dear [Hiring Manager's Name],

I am writing to express my gratitude for the opportunity to join [School/Institution Name] as a [specific teaching position] for the [specific subject/grade level] starting [start date]. I am excited about the prospect of working with such a dedicated team and contributing to the academic success of your students.

I appreciate the confidence you have shown in my abilities, and I am eager to bring my skills in [mention any relevant skills or experience] to your esteemed institution. I believe that my passion for teaching and commitment to fostering a positive learning environment align perfectly with the mission of [School/Institution Name].

Please let me know if there are any forms or additional information you need from me prior to my start date. I look forward to collaborating with you and the rest of the staff to enhance the educational experience for our students.

Thank you once again for this incredible opportunity.

Sincerely,
[Your Name]