

Dear [Substitute Teacher's Name],

We are pleased to confirm your arrangement as a substitute teacher for [Class/Subject] on [Date]. Your responsibilities will include overseeing the students, following the lesson plan provided by [Regular Teacher's Name], and ensuring a productive learning environment.

Please arrive by [Time] and check in at the main office upon your arrival. If you have any questions, feel free to reach out to us at [Contact Information].

Thank you for your commitment and support in our educational community.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Address]

[Contact Information]