

Letter of Approval

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the position of Foreign Language Educator has been approved. Your qualifications and experience in language education are impressive, and we believe you will make a significant contribution to our institution.

Please find attached the official agreement and additional information regarding your role and responsibilities. We look forward to your acceptance and your joining our team.

Should you have any questions or require further information, please do not hesitate to contact us.

Thank you and congratulations!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]