

Confirmation of School Assistantship Position

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your appointment as a School Assistant in [School/Department Name] for the academic year [Year]. Your start date will be [Start Date], and you will report to [Supervisor's Name] at [Location].

Your responsibilities will include assisting teachers, supporting student activities, and performing administrative tasks as needed. The position requires [specific skills or requirements].

The compensation for this position will be [Salary/Compensation Details]. Please ensure that you complete all necessary onboarding forms and training sessions prior to your start date.

We are excited to have you on our team and look forward to your contributions to our school community.

Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[School/Department Name]

[Contact Information]