

Dear _____,

Congratulations!

I'm happy to offer you the position of _____

with a monthly salary of _____.

To confirm that you accept the position and its responsibilities, please sign and date the form at the bottom of this letter. Then place the letter in your classroom economy folder and show it to me.

I'm delighted that you're part of the classroom team! Please let me know if you have any questions about your new job. You'll begin work right away.

Sincerely,

Teacher

I accept the position of _____.

Student signature

Date