***Personal and Confidential***

Dear

I am pleased to confirm your appointment as a Teacher with Southampton City Council *[delete if not applicable]* at NAME OF SCHOOL, the details of which are contained in the enclosed Statement of Particulars.

In connection with this offer of appointment I enclose the following documentation:-

1. Statement of Particulars of Terms of Employment.
2. Employee Handbook.

Details about the Teachers’ Pension scheme are explained in your statement of particulars. Please read this carefully.

As you are a teacher taking up a first appointment after leaving college the offer of appointment is subject to your attainment of Qualified Teacher status. You should therefore notify me of the results of your Certificate/Degree examination as soon as the information is known to you. A copy of the college pass list will be acceptable.

If you wish to accept this appointment under the terms and conditions outlined in this letter and the enclosed documents, please sign and return the attached copy of this letter to me as soon as possible but in any case within 14 days.

In addition I shall be grateful if you will forward to me any income tax form P45 which you may hold.

Please note that your employment as an Early Careers Framework teacher is subject to the provisions of the Statutory Induction period.

Finally, in anticipation of confirmation of your acceptance, may I take this opportunity of welcoming you to the school.

Yours sincerely

Headteacher

*I confirm I have received the above documentation and also confirm my acceptance of the appointment as detailed above.*

*Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*