# Personal and Confidential

Dear

**Fixed-Term Appointment**

I am pleased to confirm your appointment as a JOB TITLE with Southampton City Council *[delete if not applicable]* at SCHOOL NAME.

This appointment is fixed-term from START DATE to END DATE and you have been appointed to cover the maternity leave of NAME and the contract will end on her return to work, and is subject to the enclosed terms and conditions of employment.

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 Local Government Pensions Teachers Pension scheme are explained in your statement of particulars, please read this carefully.

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.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*