

MANSA COLLEY BOJANG NURSERY

SCHOOLJALANBANG VILLAGE

MOTTO: LEADING TO SUCCESS

Tel: 9924993/6126113/9818286



Name: Mr. Jack S. Mendy

Date: 1st September, 2015

Emp. No: 2057408

Dear Mr. Jack S. Mendy

APOINTMENT LETTER

With reference to your application for the position of a Classroom teacher in this School, I am please to inform you that your application has been approved, and you are now appointed has the Classroom teacher effect from 26th September 2015.

You are appointed on grade eight point two which attract a basic salary of two thousand five hundred dalasi and one thousand dalasi as allowances which sum up to forty-two thousand (D42000) per annum from which you should pay income tax at source. The school will also be paying ten (10) percent of your monthly salary as your social security and housing finance.

The appointment could be terminated by you or the Chairman/Head in giving a month notice or either full pays a month salary in lieu notice.

The School reserves the right to terminate the appointment for any grave misconduct or gross negligence after warning you for twice .i.e. verbally or issuing a letter.

As classroom teacher it is a collective responsibility that you should be very much concern about the welfare of the school and that of the children. It is your duty to promote anything in the best interest of the school and its members. Anything amiss should be brought to the attention of the administration.

I hope you will find your work both interesting and challenging and that you will wish to serve for many years.

Should you accept, please reply within seven (7) working days, in writing.

Yours Sincerely


Chairman


Employee Signature

Cc: file