**Joining Letter for Teachers**

**Subject**: Welcome to [School Name] – Your Joining Details

Dear [Teacher's Name],

I hope this email finds you well. We are delighted to inform you that you have been officially appointed as a [Subject] Teacher at [School Name]. On behalf of the entire faculty and administration, I extend a warm welcome to you.

**Your Joining Details:**

- Start Date: [Start Date]

- Reporting Time: [Reporting Time]

- Reporting Venue: [Venue or Department Office]

- Point of Contact: [Name of Point of Contact], [Contact Number/Email]

**What to Bring on Your First Day:**  
- Personal identification documents (e.g., passport, driver's license)

- Copies of your educational certificates and any relevant documents

- Any forms or paperwork previously provided for completion

An induction program has been organized to help you get acquainted with the school policies, culture, and your colleagues. This will take place on [Date] at [Time] in [Venue]. For other information, please refer to the employee handbook.

You will be provided with all necessary teaching materials and resources. Your mentor, [Mentor’s Name], will assist you during your initial weeks to ensure a smooth transition into your new role.

Should you have any questions or need further assistance before your start date, please do not hesitate to reach out to us. We look forward to having you on the team.

Best regards,

[Your Full Name]

[Your Position]

[School Name]

[Contact Information]