

To  
The Principal/Dean  
School Name  
Address

**Subject: An Intimation for Joining on Duty**

Dear/Respected Sir/Ma'am

I am writing to formally accept your offer to join \_\_\_\_\_ School/College as an English Teacher/Professor. With reference to the appointment letter sent by you, I will be joining your esteemed academic institution as a teacher/professor in the Department of English Literature. I assure you that my educational background and work experience will help me contribute as an educator to your esteemed institution.

Yours Sincerely,  
Your Name  
Signature  
Address