[Your Name Here] (Miss)/ (Mrs.) /(Mr.)

[Your Address]

Tel: (xxx) xxx-xxxx email: [abc@gmail.com](mailto:abc@gmail.com)

[Date].

**Attention:**

Principal,

[Put Principal’s name here]

[Put name of school here]

[Put address of school here]

**Re: Assumption of Duty**

Dear Mr./Ms. [put principal’s name here],

Please be informed that I, [put your name here] has assumed my duties and responsibilities at [put school’s name] located at [put school’s address] effective [put 1st of month term begins], as teacher of [subject (s)] and Form Teacher (if you are a form teacher).

Sincerely,

[Put your name here] (Miss)/ (Mr.)/ (Mrs.)

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