

## SAMPLE LETTER NOTIFYING APPOINTMENT

Dear \_\_\_\_\_

RE: Special Needs Assistant Glenties Pre-school

Following your verbal acceptance of the offer of this post and subject to proof of qualifications, satisfactory references and Garda clearance, I am pleased to formally offer you the position.

The management/ Playgroup leader of Glenties Pre-school & Afterschool would like to meet with you prior to your commencement of the post to discuss the background to the group, the requirements of the job and terms and conditions of employment.

A meeting is scheduled for \_\_\_\_\_ (day) at \_\_\_\_\_ (time) in \_\_\_\_\_ (venue).

Please confirm your acceptance of the post in writing and let me know if you are able to attend the meeting specified above.

Yours Sincerely,

\_\_\_\_\_  
(Chairperson/Secretary to the panel)