



File No : SP
Enquiries :

Tel:
Fax:

«NAME»
«ADDRESS»
«SCHOOL»

Dear «NAME1»

RE: EMPLOYMENT AS AN EDUCATOR: YOURSELF

1. It is with great pleasure to inform you that I have approved your employment in terms of Section 7(2)(a) of the Employment of Educators Act, 1998 (as amended) from the date of assumption of duty in according with the following particulars:

School (workstation) : «SCHOOL»
District : «DISTRICT»
ID / Persal No : «ID»
Rank : Educator (Post Level 1)
Salary Notch : R
Date of Appointment : Date of assumption of duty, which must be after the date of this letter
Nature of Appointment : Permanent
Probationary Period : 12 calendar month period

2. An audit of your appointment to verify compliance with prescribed requirements, policies and procedures will be conducted. Should this audit reveal irregularities, misrepresentation and non-compliance with the advertised post profile it will render your appointment null and void and you will be given one month's notice of the termination of your service.
3. In spite of all precautions, reference checks and vetting, it is possible that errors may occur or further information may be brought to the attention of this office within a reasonable period of your appointment. Such errors/situations will be rectified and brought to your attention.



RE: EMPLOYMENT AS AN EDUCATOR: MR/ MS.

4. If errors occurred in the determination of your salary, the department shall, in accordance with Chapter 2, paragraph 13 of the Regulations Regarding the Terms and Conditions of Employment of Educators, correct your salary with effect from the date on which the incorrect salary commenced, notwithstanding the fact that you were unaware that an error had been made. If you were underpaid, an amount equal to the amount of the underpayment shall be paid to you. On the other hand, if you have been overpaid, an amount equal to the amount of the overpayment shall be recovered from your salary by way of the deduction from your salary in instalments as may be determined by the employer, with due regard to the applicable Treasury Instructions.
5. Your conditions of service are as directed by the Employment of Educator Act, 1998, the Personnel Administrative Measures (PAM) and applicable Collective Agreements. You are advised to acquaint yourself with these measures.
6. I now take this opportunity to congratulate you on your appointment and wish you success in your new sphere of work.

Yours faithfully

DISTRICT DIRECTOR

DATE:_____