District Office

Contact Person and Contact Number

File No **:** SP

**Surname and Initials**

**C/o The Principal**

**School**

**District**

Dear

**OFFER OF CONTRACT EMPLOYMENT AS GENERAL SCHOOL ASSISTANT: YOURSELF**

1. I have pleasure to inform you that approval has been obtained to issue this offer of contract employment as General School Assistant to you in terms of the Basic Education Employment Initiative according to the following particulars:

School (workstation) :

District :

ID / Persal No :

Salary : R 4 080.00 Per Month less 1% UIF contribution

Period of Contract : From \_\_\_\_\_\_\_\_ (date of assumption) to 30 November 2025

1. Your employment is, however, subject to the following conditions:

You are also compelled to submit the documents specified in the checklist contained in this Letter, should you accept this offer, to the Principal of the School who will then, with a certificate of assumption of duty, forward it to the Head: Human Resource Administration at the relevant District Office. Please note that all certified copies must be originally certified, i.e. a copy of a certified copy will not be accepted. Failure to heed to any of the requirements stated in this letter and any misrepresentation will nullify this offer or may otherwise result in the delay of the payment of your first salary.

1. Should you fail to satisfy the requirements as stated in paragraph 2 above, your appointment will be terminated with one month’s notice.

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| **OFFER OF EMPLOYMENT AS GENERAL SCHOOL ASSISTANT: YOURSELF**  **Surname and Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. On receipt of this letter, you are also required to complete the attached Acceptance of Offer form and submit a copy there of for the attention of the Assistant Director: HRA & P at the District Office, the original must be handed to your Principal.
2. If you accept this offer, this letter will automatically also serve as your Letter of Appointment.
3. If you reject this offer of employment, please complete the applicable notification form. This Form must be handed to the Assistant Director: HRA & P at the District Office.
4. Your conditions of service will be as directed by the Contract of Employment signed between you and the SGB. You are advised to familiarise yourself with the contents thereof.
5. I now take this opportunity to congratulate you on your offer of employment and wish you success in your new sphere of work.

Yours faithfully

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DISTRICT DIRECTOR**

**\_\_\_\_\_\_\_\_\_\_**

**DATE**