

December XX, 20XX

XXXXXXXX X. XXXXXXXX, PhD
Academic Head | School Principal
AcadShare State University

Dear Dr. XXXXXXXX:

I would like to submit my application for regularization as a Full-Time Faculty Member at AcadShare State University. I have been in a probationary employment status with a rank of Senior Teacher I under the General Education (Senior High School) Department since June XX, 20XX and until April XX, 20XX.

I have been in the academe for around five years since June 20XX, and I must say that I have had both personal and professional growth. I spent my first two years handling language and literature courses in the college levels. Soon we offered senior high school programs, I was assigned to the department where since then I have found genuine fulfillment in my teaching career.

Beyond my instructional tasks and obligations, I have been entrusted as well special assignments in student development programs and activities, all which I have documented in the portfolio attached herewith.

Should I be given an opportunity to further my service in the institution as a regular faculty member, I pledge to carry out all the duties and responsibilities at par with the standards and expectations.

Thank you very much.

Sincerely,

XXXXXXXX X. XXXXXXXX
Faculty Member
General Education (Senior High School) Department
AcadShare State University