



Ref:

NAME

ADDRESS

[DATE]

Dear [NAME],

I have the pleasure of inviting you to be a visiting Mandarin Teacher in the Confucius Institute at De Montfort University from [DATES OF APPOINTMENT], subject to you obtaining a valid visa..

On your first day at the university please present your original passport and visa to Human Resources, via [REDACTED], to be copied for our records.

You will be based at the university specifically to teach mandarin and Chinese culture and you will be required to return to China at the end of your stay.

The funding for your stay in the UK will be paid by the Centre for Language Education and Cooperation (CLEC) in Beijing.

To gain access to University premises you will require a University Identity Card which serves as a library issue card and building access card in some areas.

To obtain your Identity Card you should liaise with your line manager who needs to complete an External Account (NS2) Form. A confirmation email will be sent to you once the request has been processed and the card is ready for collection.

I look forward to receiving your acceptance of this invitation and would ask you to sign and return one copy of this letter to [REDACTED], to indicate your formal acceptance.

Yours sincerely

NAME

JOB ROLE