**\*Jika anda pernah atau sedang mengajar di lebih dari satu sekolah, silahkan melampirkan juga surat keterangan serupa dari sekolah tersebut. Silakan edit format surat ini sesuai dengan kebutuhan.**

**CONTOH Surat Keterangan dari Tempat Mengajar**

**Kop Surat Resmi dari Sekolah masing-masing**

**LETTER OF NOTIFICATION**

**No. Surat dari Sekolah**

**I, the undersigned**

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position : Principal of \_\_\_\_\_\_\_\_\_**

**Certify that**

**Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Place, date of birth : \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_**

**Position : \_\_\_\_\_\_\_ Teacher**

**Period : \*contoh January 10, 2012 until present (as of April 1, 2017)**

**Total Period : \*contoh 5 Years and 3 Months**

**Is presently an active/was an active teacher at \_\_\_(nama sekolah)\_\_\_, as a/an \_\_\_\_\_\_\_\_\_\_\_\_ teacher.**

**The letter also stated that the school concerned agreed this teacher to follow Teacher Training Program which is one of Japanese Government scholarship program (Monbukagakusho).**

**This letter is enclosed for your further consideration. Thank you for your attention.**

 **Jakarta, xx December 2018**

 **Principal of \_\_\_\_\_\_\_\_\_\_\_\_**

 **(ttd + cap basah sekolah)**

 **\_\_(nama kepala sekolah)\_\_**