**\*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 : (month) (date), (years) until October 1, 2020**

**Total Period : xx Years and xx Months**

**(Is presently an active) / (was an active teacher) at \_\_(nama sekolah)\_, as a/an (nama mata pelajaran)\_ 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 2019**

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

 **(ttd + cap basah sekolah)**

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