

Dear Parent(s)/Guardian(s),

My name is Mrs./Mr. [Name of the Principal]. I am the Principal of the [Name of the school] for over [Number of years of your employment] years. I am writing this letter to you regarding a change in the teacher of your ward's class.

Our school has always stood to impart quality learning. And, as a principal, I always aim for a bright career for my children. Any shifts or changes will the curriculum are always taken care of by my team of teachers and educators. Simultaneously, they are updated to the parents.

Currently, Mrs./Mr. [Name of the current teacher], the [Name of the subject taught by the teacher] teacher of your child, will be replaced by Mrs./Mr. [Name of the new teacher].

Mrs./Mr. [Name of the current teacher] has to leave the school, due to personal reasons in her family. She can no longer be able to associate with the school. Her absence will surely leave an impression on everyone's heart, here at school.

Mrs./Mr. [Name of the new teacher], the new teacher will be taking her/his place and be the teacher of your ward. S/he has been a teacher for [Number of years] years. A major in child psychology, s/he was well-loved by her students at her/his previous school. During the initial days of the tenure, I will be in charge of assessing her interaction and behavior with her/his new students.

Following is a consent form for allowing our school to work on the changing process. I request you to sign the same.

Thanking You

Yours sincerely

[Handwritten Signature of the Principal]

[Name of the Principal]

Student Signature: _____

Parent Signature: _____