

Sender's Address

Sender's Email Address

Date

To the Principal

Name of the School/ College

Address of School/ College

Subject: Thank you Letter for Replacing the Teacher for \_\_\_\_\_ (Subject and Class)

Dear ABC (Name of the Receiver),

I am writing this letter to thank you for hiring a new teacher for teaching Mathematics to the students of Class X. Thank you for listening to the request made by all the students and teachers to change the teacher due to the inefficiency of the earlier teacher to teach properly. We appreciate your efforts to conduct all the necessary counseling and finally recruiting a new teacher. The kids have given positive feedback to the newly recruited teacher.

We are grateful that you took immediate action on this as any delay would have made the kids suffer as the mid-term examinations are approaching. Thank you for always accommodating the requests made by the students and the parents.

Sincerely,

(Signature)

Sender's Full Name