

Transfer Letter for School Example

John Doe

Principal

Maplewood High School

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Anytown, CA 12345

johndoe@maplewoodhs.edu

February 13, 2025

Sarah Lee

Teacher

Maplewood High School

9876 Learning Lane

Anytown, CA 12345

Salutation

Dear Ms. Lee,

Introduction

I am writing to formally notify you of your transfer from Maplewood High School to our sister institution, Riverside Academy, effective at the start of the new academic year on August 1, 2025. This decision has been carefully considered by the school district to leverage your skills where they are most needed and to support our goals of academic excellence and student engagement across the district.

Body

Your new assignment at Riverside Academy will involve taking over the leadership of the Science Department. Your role will be pivotal in revitalizing the curriculum and

introducing new, innovative teaching methods that you have successfully implemented at Maplewood. Your dedication to fostering a stimulating learning environment and your proactive approach to education reform have been key in achieving high student performance rates, making you the ideal candidate for this position.

We believe your transfer to Riverside Academy will not only benefit your professional growth but also greatly enhance the educational offerings at the new location. Your expertise in science education will help in mentoring a young team of educators and in building a robust academic program that can significantly uplift the school's performance on a regional scale.

Conclusion

Please arrange a meeting with me by March 15 to discuss the details of your transfer and the expectations for your new role. We will also discuss the support and resources that will be available to you to make this transition as smooth as possible. We are committed to assisting you during this period of change and are confident that your contributions to Riverside Academy will be highly impactful.

Closing

Sincerely,

John Doe

Principal

Maplewood High School