

# Transfer Letter for School Teacher Example

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**Elizabeth Grant**

Superintendent

Sunrise School District

100 Education Way

Sunset Town, TX 75001

egrant@sunrisesd.org

February 13, 2025

**Helen Parker**

Fourth Grade Teacher

Sunset Elementary School

234 Learning Ln

Sunset Town, TX 75001

**Salutation**

Dear Ms. Parker,

**Introduction**

This letter formally notifies you of your approved transfer from Sunset Elementary School to Moonlight Elementary School within the Sunrise School District, effective at the beginning of the next academic year on August 15, 2025. This transfer aligns with our district's objectives to optimize resource allocation and enhance educational offerings across our schools.

**Body**

In your new position at Moonlight Elementary, you will continue your role as a Fourth Grade Teacher. We have identified a need for your expertise in inclusive education

practices at Moonlight Elementary, particularly to support our initiative to integrate more comprehensive differentiated instruction models into our curriculum. Your successful implementation of these practices at Sunset Elementary has not only improved student engagement but also significantly increased academic achievement among students with diverse learning needs.

The transition plan includes several preparatory steps to ensure a smooth adjustment for you and the students. You will be invited to participate in orientation sessions at Moonlight Elementary to familiarize yourself with their facilities, teaching staff, and specific operational procedures. Additionally, we will arrange for a series of meetings with both the outgoing and incoming principal to discuss your current curriculum and any specific student needs that should be addressed continuously.

### **Conclusion**

We are committed to supporting you throughout this transition period. Please contact the Human Resources department to discuss the specifics of your transfer, including any potential changes in benefits or resources needed to perform your duties effectively at Moonlight Elementary. We believe that your skills and dedication will be instrumental in continuing to foster an enriching learning environment at your new school.

### **Closing**

Thank you for your dedication to the students of the Sunrise School District, and congratulations on your new assignment. We look forward to your continued success in this new chapter of your professional career.

Sincerely,

Elizabeth Grant

Superintendent

Sunrise School District