**SCHOOL POSITION LETTER OF INTENT TO RETURN**

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[EMPLOYEE CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY, STATE, ZIP CODE]

Dear [EMPLOYER NAME],

I, [EMPLOYEE NAME], am writing this Letter of Intent to notify the district that I am planning to return for the [YEAR] school year in my current position as [CURRENT POSITION].

Please contact me at [PHONE NUMBER/EMAIL ADDRESS] if you have any questions regarding this matter. I appreciate your time and consideration in reviewing this letter.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

**SCHOOL POSITION LETTER OF INTENT TO RETURN**

(TRANSFER REQUEST)

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[EMPLOYEE CITY, STATE, ZIP CODE]

Date: [DATE]

[EMPLOYER NAME]

[EMPLOYER ADDRESS]

[EMPLOYER CITY, STATE, ZIP CODE]

Dear [EMPLOYER NAME],

I, [EMPLOYEE NAME], am writing this Letter of Intent to notify the district that I am planning to remain in this school district of for the [YEAR] school year, but would like to request a transfer to [TRANSFER LOCATION].

I believe that I will be an ideal candidate for this position due to my experience working at [LIST RELEVANT WORK EXPERIENCE].

Furthermore, the following degrees and extracurricular activities qualify me for this position: [LIST RELEVANT DEGREES AND OTHER EXPERIENCE].

Please contact me at [PHONE NUMBER/EMAIL ADDRESS] if you have any questions regarding my transfer request. I appreciate your time and consideration in reviewing this letter.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name