

SCHOOL POSITION LETTER OF INTENT TO RETURN

Date: _____

Dear _____,

I, _____, am writing this Letter of Intent to notify the district that I am planning to return for the 20__-20__ school year in my current position as _____.

Please contact me at _____ if you have any questions regarding this matter. I appreciate your time and consideration in reviewing this letter.

Sincerely,

Signature

Print Name



SCHOOL POSITION LETTER OF INTENT TO RETURN

(TRANSFER REQUEST)

Date: _____

Dear _____,

I, _____, am writing this Letter of Intent to notify the district that I am planning to remain in this school district of for the 20__-20__ school year, but would like to request a transfer to _____.

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 _____ if you have any questions regarding my transfer request. I appreciate your time and consideration in reviewing this letter.

Sincerely,

Signature

Print Name

