***Letters to parents dealing with sensitive issues (staffing changes, death, etc.) need to be filtered through your Assistant Superintendent, Human Resources, and the Communications department.***

Date

Dear School Community,

I am writing to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will no longer be working here at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. We want to extend our best to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and thank her/him for their commitment over the years to our school community.

Please join me in extending our best wishes to \_\_\_\_\_\_\_\_\_\_\_\_\_ in his/her next endeavors.

Sincerely,

Principal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_