

JOB CHANGE/E-MAIL

Dear principals and directors:

I'm asking (name of person) to send this to you via e-mail while I meet this morning with my staff to tell them of my important and exciting professional decision. I want you have the information at the same time.

When I began this job in (year), you and others before you became solid professional and personal friends. I'm glad those relationships will continue as I step from the position of (department)'s. Director to (department's assistant) Director. That means I'll continue the personal connections that I value and also continue with the work that I enjoy.

(Number of years) ago when I started in (the district), there were just (number) schools in the district and only (number) students. Today's (number) students in (number) schools are symptoms of a district with growing and changing needs.

I'm pleased to know that my knowledge and experience in the district will be valuable to the new (department)'s. Director when that person comes on board. I look forward to supporting him or her in the new role that will include (describe program management). You can expect to get the same high quality service from the newly reorganized department as you have gotten in the past.

If you have questions about department projects, please continue calling me. If you have questions about this personnel shift, (names) are the most knowledgeable. The posting for the (the department)'s. Director will be on line shortly and also available from the Personnel Department.

Sincerely,
(Signature)