

This is a fillable form – you can obtain it on the Principals' Resources web page.

## TEACHER LETTER OF INTENT TO RETURN

Date: \_\_\_\_\_

TO: Principal: \_\_\_\_\_

In order to plan adequately for staffing needs, we would like to know of your intent to return to teach at \_\_\_\_\_ School for the \_\_\_\_\_ school year.

Although this is not a binding agreement, it gives the principal and the pastor the opportunity to make necessary plans and commitments for next year.

Please check the appropriate space below, sign, and date this intent form and return to the Principal no later than \_\_\_\_\_ (date). If this form is not returned, it will be assumed that your intent is to **discontinue** working at \_\_\_\_\_ School.

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It is my intention at the present time to return to \_\_\_\_\_ School, for the \_\_\_\_\_ school year in my **present position**.

It is my desire at the present time to return to \_\_\_\_\_ School, for the \_\_\_\_\_ school year in my **different position**.

I **do not plan to return** to \_\_\_\_\_ School, for the \_\_\_\_\_ school year.

Teacher Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this to the Principal no later than \_\_\_\_\_ (date).