**School Position Letter of Intent to Return-Template**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Recipient’s name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [City, State, Zip Code]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Salutation]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Your name] am writing this school position letter of intent to notify the district that I am planning to return for the \_\_\_\_\_\_\_\_\_ [School Calendar year] in my current position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Title]

Please contact me at \_\_\_\_\_\_\_\_\_\_\_\_ [phone number] if you have any questions regarding this matter. Thank you for your time and consideration.

\_\_\_\_\_\_\_\_\_\_\_\_\_ [Closing remark]

\_\_\_\_\_\_\_\_\_\_\_\_ [Signature]

\_\_\_\_\_\_\_\_\_\_\_\_ [Your name]