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Thank-You Letters

Opportunities to say “thank you” abound. Yet the letters or notes do not get written. A principal who establishes a professional goal of crafting one thank-you note or letter per day will make great progress in establishing a positive climate for the principalship.

You can never write too many thank-you letters. Although the letters do not need to be long, they should be prompt, sincere, and personal. The occasions for thank-you letters or notes are seemingly endless:

Staff members who provide guidance to new teachers as mentors, who participate on interview teams, who assist students, or who serve on committees deserve a special note of thanks.

Students, too, must be thanked for their special help.

Parents need to be thanked for accompanying field trips, assisting with fundraisers, and serving on Parent-Teacher Associations.

Special guests of the school must be thanked for their contributions to the school program.

Speakers who make presentations may also be thanked for their positive influence on educational thinking.

Donors must certainly be thanked for their contributions.

4 194 HIGH-IMPACT LETTERS FOR BUSY PRINCIPALS

Thank-You Letter 1.1

STAFF MENTOR

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

Thank you for serving as a mentor to (Name) this year. Sharing your ideas and expertise about teaching has made this a rewarding and successful experience for (Name). Your understanding of learning theories, familiarity with school policies and procedures, teaching excellence, and interpersonal skills all contributed to a successful year. Your investment in the mentoring process affects the teaching profession as a whole as well as student learning.

Thank you for your contributions to the mentoring program.

Sincerely,

Principal

Thank-You Letter 1.2**STAFF TEAM MEMBER****Elementary or Secondary**

(Date)

(Name)

(Address)

Dear (Name):

Thank you for your willingness to serve on the Teacher Interview Team. I really enjoyed the opportunity to work with you in the process of hiring new staff members. The task is critical, but with many hands, the work involved in screening applications, conducting phone interviews, and identifying the top candidates was a success. The new process we've used during our past two screenings has really assisted us in identifying those who best match the philosophy of (Name of School) School.

I hope that you found the process enjoyable. As always, change and revision help to improve our work. Please take a few minutes to reflect on the process and provide me with any ideas you might have for improving it.

Again, *thank you* for your contributions.

Sincerely,

Principal

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Thank-You Letter 1.3

STAFF MEMBER LEAVING SCHOOL

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

Thank you for your service to (Name of School) School. During your tenure here, you worked hard toward making (Name of School) School's mission come true. Your ability to work with students is exceptional. The "extras" you provided to assist student learning helped the entire team. We will all miss your humor too.

Please help us by completing the exit evaluation survey that you will receive from the personnel office. Your comments about your experiences at (Name of School) School will help us be the best we can be!

I wish you the best in your new job. You will be missed by all of us.

Sincerely,

Principal

Thank-You Letter 1.4

STAFF COMMITTEE MEMBER

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

Thank you for agreeing to serve on the (Name of Committee) Committee. This is an important assignment, and your work on the committee will affect the entire school district.

The specific tasks for the committee are to

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-
-
-

We will need to have the committee report by (date).

We look forward to hearing the results of your work.

Sincerely,

Principal

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Thank-You Letter 1.5

STUDENT

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Student Name):

Thank you for your help with the (Activity) at (Name of School) School last week. You did a great job of organizing (Activity) and working with the younger students.

Although you volunteered for this assignment to meet your (Service Hours/Citizenship) requirement, you certainly displayed excellent interpersonal skills and the flexibility and knowledge to work with this age group. We would welcome your assistance with future activities.

On behalf of everyone who participated in (Activity), thanks!

Sincerely,

Principal

Thank-You Letter 1.6**PARENT(S), FIELD TRIP****Elementary**

(Date)

(Name)

(Address)

Dear (Name):

Thank you for accompanying the (Class) class on their field trip to (Place). The students have made many comments about what a fantastic time they had. They particularly appreciated your great sense of humor.

Field trips are a wonderful educational experience for students. These events create lasting memories for the students. They provide hands-on learning opportunities that cannot be duplicated in the classroom. Without your help, this student trip would not have been possible.

So on behalf of the students, thanks so much.

Sincerely,

Principal

Thank-You Letter 1.7

PARENT(S), FUNDRAISING

Elementary

(Date)

(Name)

(Address)

Dear (Name):

Thank you for your assistance with our recent (Event) fundraising event. Your efforts resulted in profits of (Dollar Amount) for (Name of School) that exceeded our goals for the event. These funds will be used to (Fund's Uses).

Successful fundraising activities take time and organization. The success of the (Event) is clear evidence of your outstanding work.

As you know, the students at (Name of School) realize the benefits of the fundraising activities. On their behalf, thank you for your work.

Sincerely,

Principal

Thank-You Letter 1.8**PARENT(S), PTO/PTA****Elementary**

(Date)

(Name)

(Address)

Dear (Name):

Thank you for your service as PTO/PTA (Position) during the (Year) school year. This work is very important to the experiences our children have at (Name of School) School. Your contributions provide the “something extra special” for the students.

Your work this year has resulted in some real successes. These include (Description of Successes). The number of parents who were involved in activities this year is truly remarkable.

The true beneficiaries of your efforts are the students at (Name of School) School.

Again, thank you for your efforts.

Sincerely,

Principal

12 194 HIGH-IMPACT LETTERS FOR BUSY PRINCIPALS**Thank-You Letter 1.9****GUEST SPEAKER(S) (1)****Elementary**

(Date)

(Name)

(Address)

Dear (Name):

Thank you for giving your valuable time and sharing an important message with our students. It was an excellent presentation.

I also appreciate the involvement of (Names) and their important messages to the students. Their participation provided great role models for the students. Please extend our thanks to (Names).

There were many positive comments about the quality of your presentations.

Thanks for helping make (Description) Week a success.

Sincerely,

Principal

Thank-You Letter 1.10

GUEST SPEAKER(S) (2)

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

Thank you for the program you provided for our students. Although we strive to provide the best instructional experiences we can for our students, we cannot replicate the world of work experiences you presented to the students. I am sure they will remember your presentation and that it will be a source of inspiration as they pursue their occupational interests. Your contributions are greatly appreciated!

Sincerely,

Principal

14 194 HIGH-IMPACT LETTERS FOR BUSY PRINCIPALS**Thank-You Letter 1.11****CONFERENCE SPEAKER****Elementary or Secondary**

(Date)

(Name)

(Address)

Dear (Name):

I really enjoyed your presentation at the (Name of Conference) Conference. I was particularly interested in what you said about (Description). Your topic is particularly timely given the national emphasis on standards and assessments. I am sorry that all of our teachers were not able to attend the presentation.

Thank you for sharing your work in this area. It is really of critical importance to educators.

Sincerely,

Principal

Thank-You Letter 1.12**DONATION, GENERAL****Elementary or Secondary**

(Date)

(Name)

(Address)

Dear (Name):

On behalf of the students at (Name of School) School, thank you for your generous contribution. The students at (Name of School) School will benefit from your contribution both now and in the future. In times of limited resources, contributions such as yours make an incredible difference in what's available to our students.

As a continuing reminder of your generosity, your name will be added to our Donor Honor Wall in the (Location) hall. We would like to have a special ceremony to recognize your contribution, and we will contact you soon to schedule this event. Your gift will truly be remembered at (Name of School) School!

Sincerely,

Principal

Thank-You Letter 1.13

DONATION, IN KIND

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

On behalf of the students of (Name of School) School, I want to thank you for the donation of (Description) to our (Description) program.

Thank you for the support that (Name of Business) has shown (Name of School) School. The partnership with (Name of Business) has been a great association for the students and faculty. We value your assistance and association with our school.

Sincerely,

Principal

Thank-You Letter 1.14

DONATION, MONEY

Elementary or Secondary

(Date)

(Name)

(Address)

Dear (Name):

Please accept this as a receipt for your generous donation to the (Description). Your donation to the (Name of School) during (Year) totaled (Dollar Amount).

We appreciate your recognition of the needs of the students and the school. Without your support, we would be limited in the opportunities we are able to provide.

Thank you for your generous support.

Sincerely,

Principal