

Provisional Introduction Letter for Interim Principal

Subject: Interim Principal Introduction

Dear All,

This letter serves to inform you that [Principal's Name] will serve as the interim Principal of [School Name] starting [Date]. [He/She] will oversee administrative and academic responsibilities during this period.

We appreciate your cooperation in supporting [Principal's Name] throughout this interim tenure.

Sincerely,

[Sender Name]

[Designation]

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