

Professional Substitute Introduction

Subject: Long-Term Substitute Introduction - Mrs. Foster

Dear Parents,

I am writing to introduce myself as your child's substitute teacher for the next six weeks while Mrs. Thompson is on medical leave. I am Mrs. Foster, a certified teacher with extensive substitute teaching experience in this district.

I want to assure you that your child's education will continue without interruption. I have met thoroughly with Mrs. Thompson to review all lesson plans, classroom procedures, and individual student needs. I am committed to maintaining the same high standards and expectations that have been established.

My teaching background includes five years as a permanent 2nd grade teacher before transitioning to substitute work for family flexibility. I am familiar with the curriculum, assessment schedules, and school policies, which allows me to provide consistent, quality instruction.

Please know that I take this temporary position seriously and am dedicated to providing your children with engaging, educational experiences. I will maintain Mrs. Thompson's communication practices, including weekly newsletters and prompt responses to parent emails.

If you have any questions or concerns during this transition period, please don't hesitate to contact me. I'm here to support your child's continued academic and social growth.

Looking forward to working with your family,

Mrs. Linda Foster

Long-term Substitute Teacher

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