DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:   
  
Our local school board has reviewed your summative evaluation. You will be receiving further communication from the office of education.

I wish to personally extend my congratulations for a job well done this school year. The local board of education and I look forward to working with you toward a successful finish to this school year, and continued work for His children in the 2014-2015 school year. Thank you for your support of the many initiatives to help provide an excellent education to our youth. Your dedication to quality, standards-based Adventist education is duly and proudly noted.

Please stop by and see me today for further information pertaining to your duties.

In Christ Jesus,

Name of Principal  
Principal