

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am excited to introduce myself as the new kindergarten teacher at [School's Name] for the [2023-2024] academic year. With a passion for early childhood education and [number] years of experience, I am thrilled to join such a dedicated team of educators.

Throughout my career, I have fostered a nurturing and creative classroom environment where young learners feel safe, engaged, and inspired to explore. My approach combines [mention any specific teaching strategies or philosophies, e.g., play-based learning, integrated curriculum], and I believe in the importance of building strong relationships with both students and their families.

I look forward to bringing my enthusiasm and commitment to fostering a love of learning in our kindergarten classroom. I am eager to collaborate with you, our staff, and parents to make this a wonderful year for our students.

Thank you for welcoming me into the [School's Name] community. I am excited to meet you and our students!

Warm regards,

[Your Name]  
[Your Position]  
[School's Name]