

[Your School's Letterhead]

[Date]

[Teacher's Name]

[Teacher's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

Welcome to [School Name]!

We are thrilled to have you join our team as a special education teacher.

Your passion for fostering an inclusive and supportive learning environment will make a significant impact on the lives of our students.

As you begin this exciting journey, please know that you have the support of a dedicated staff and administration. We are here to help you settle into your new role and provide the resources you need to be successful.

Your first day will be on [Start Date], and we have planned an orientation session to help you get acquainted with our school's policies, procedures, and your new colleagues. Please feel free to reach out if you have any questions or need assistance before then.

Once again, welcome to [School Name]. We are looking forward to working with you and are excited to see the great things you will accomplish!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[School Phone Number]

[School Email Address]