# Staff Changes Letter

INSERT LOGO and address

Dear families,

As you may have heard already heard < insert staff member’s name> is leaving our Service. <Insert reason if appropriate eg She is moving to ...to begin the next chapter of her life and we wish her well although we’ll be sorry to see her leave>

Please be assured we will work with you and your child to make sure there is a smooth transition with minimal disruption to your child’s wellbeing and learning. We will for example:

* explain to the children that the staff member is leaving and why if this is appropriate
* offer extra comfort and support to children who are upset by the staff member’s departure
* create opportunities for children who had close relationships with this staff member to forge stronger relationships with other staff members/educators.

If you would like to discuss this further, please do not hesitate to speak with educators or the Nominated Supervisor.

Kind Regards

<insert Nominated Supervisor’s Name>

Nominated Supervisor

<insert phone number>

<insert email>

<insert date>