

Notification of Change in Grading System

Date: [Insert Date]

Dear [Students/Parents/Staff],

We hope this message finds you well. We are writing to inform you about an important change to our grading system that will take effect starting [Insert Effective Date].

In an effort to enhance student assessment and overall learning experience, the following changes will be implemented:

- Replacement of traditional letter grades with a [new grading format, e.g., numerical or pass/fail system].
- Changes in the weightage of assignments, exams, and participation. Specific details are outlined in the attached document.
- Introduction of new criteria for evaluation aimed at promoting holistic education.

We believe these changes will better reflect student progress and provide clearer insights into academic performance.

We appreciate your support and understanding as we transition to this new grading system. If you have any questions or concerns, please do not hesitate to reach out to us at [insert contact information].

Thank you for your continued commitment to our educational community.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]