

Notification of Early School Exit

Date: [Insert Date]

To: [Teacher/Principal's Name]

From: [Your Name]

Student ID: [Your Student ID]

Class: [Your Class]

Dear [Teacher/Principal's Name],

I am writing to inform you that I will need to exit school early on [insert date] due to a job interview scheduled for [insert time]. I will ensure that I catch up on any missed work and communicate with my teachers to stay updated.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]