**Teacher Job Transfer Request Letter**

To: Principal Bohrer – Avinger Secondary School  
Avinger, Texas, United States

I have recently begun teaching at Avinger Secondary School and the experience has been quite pleasant. I am thankful for this opportunity and I hope that the students are having an enjoyable learning experience with me. However, I am an [experienced](https://semioffice.com/applications/job-applications/teacher-job-transfer-request-letter/) teacher who has taught 9th grade for the past ten years – this is my first time teaching 12th graders. It is a drastic difference and a big change of pace for me. I believe that I will be of much more use if I were to be transferred to the job of teaching 9th Grade students. It is an area that I have much more expertise in, and I believe I will be a lot more of a help teaching the younger students.  
Therefore, I kindly request that I be transferred to teaching 9th Grade.

Sincerely,  
James Adam  
Avinger, Texas, United States