

Dear (NAME)

I am writing to you to let you know that as your previous worker will have discussed, you and your children, (NAME) and (NAME) will have a new Social Worker from our team, which is the (TEAM) Team, from (DATE). This because the (TEAM) team does (DESCRIPTION) and will be better able to help you and your family at the moment.

Your new Social Worker’s name is: (NAME)

Their Telephone Number is: (NUMBER)

Their Manager’s name is: (NAME)

I look forward to helping you to carry on making good changes and keep working on doing all you can to help your family and children be the best that they can be.

Kind regards,

Social Worker.