Letter of Recommendation for Teacher

Address, City, ST, Zip | Phone # | email address

[Today’s Date]

[Addressee Name]

[Addressee Title]

[School Name]

[School Street Address]

[City, State, Zip]

**Dear [Principal Name/Professor Name/Department Head’s Name],**

It is my great pleasure to personally recommend [Name of Applicant] for the role of [Teaching Position] at [Target School]. [Applicant] was a treasured member of our faculty for [X years] and was loved by students and teachers alike. As Principal of [Your School Name], I can assure you that [Applicant] is an outstanding teacher who will quickly become an integral member of your school’s community.

When we hired [Applicant] [X years] ago, her extensive knowledge of [subject(s) taught by applicant] was immediately apparent. With her [1-2 positive personality trait], she seamlessly integrated herself into all her classes and effortlessly [performed X teaching related skill/duty]. During her time at [Your School] she also significantly contributed to [X student extracurricular activity/faculty responsibility] where she [produced X noteworthy result].

Since her very first year, [Applicant] utilized her exceptional teaching abilities to improve the average grade of her students by [X amount]. Her particularly adept use of [2-3 teaching techniques/tools] enabled her to [achieve X positive result in the classroom]. I am confident she will continue to produce such results at [Target School] and will quickly become new favorite among the students.

I have no reservations giving [Applicant] my highest recommendation for this position. I am confident she will become an invaluable addition to your faculty. Please feel free to contact me if you have any questions regarding her character or teaching abilities.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your School]