

## Formal Letter of Recommendation for Teacher Position

A **formal letter of recommendation for a teacher position** is a crucial document that highlights the candidate's qualifications, teaching skills, and professional demeanor. It typically includes an introduction of the recommender, a detailed assessment of the teacher's abilities in curriculum delivery, classroom management, and student engagement, as well as examples of their dedication and impact on student learning. The template provides a structured format to convey this information effectively, including sections for contact details, salutation, body paragraphs emphasizing strengths and achievements, and a closing statement endorsing the candidate's suitability for the teaching role.

### Letter Template

[Your Name]  
[Your Title/Position]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to recommend [Candidate's Name] for the position of [position title, e.g., "Elementary School Teacher"] at [School/Organization Name]. As [your relationship, e.g., During [his/her/their] tenure at [School Name], [Candidate's Name] consistently displayed exceptional skills in curriculum design and delivery. [He/She/They] utilized innovative One notable example of [Candidate's Name]'s dedication is [specific example of achievement or contribution, e.g., "the development of a reading initiative that increased literacy. In summary, I wholeheartedly endorse [Candidate's Name] for the [position title] role. I am confident that [he/she/they] will make a positive and lasting impact at your school. Sincerely,  
[Your Name]  
[Your Title/Position]