

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., "my colleague"], I have had the opportunity to observe [Candidate's Name] in their role, and I am confident in their abilities.
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 teaching strategies that engaged students and improved learning outcomes. 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 scores by 15%"].
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]