

Sample Reference Letter for a Colleague Seeking a Teaching Position

[Your Name]
[Your Position]
[Your School/Organization]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to enthusiastically recommend **[Colleague's Name]** for the teaching position at your institution. As a colleague at **[Current School/Organization]** for the past **[number]** years, I have had the pleasure of collaborating closely with [him/her/them] and have observed firsthand [his/her/their] exceptional commitment to education and student development.

[Colleague's Name] is an outstanding educator who consistently demonstrates in-depth subject knowledge, innovative instructional strategies, and a dedication to fostering a supportive, inclusive classroom environment. [He/She/They] engages students with dynamic lessons tailored to varied learning styles and regularly integrates technology and collaborative activities to enhance understanding and participation.

One of [Colleague's Name]'s greatest strengths is [his/her/their] unwavering dedication to student success. [He/She/They] goes above and beyond to provide additional support, tutoring, and encouragement to students, ensuring each individual can reach their full academic potential. [His/Her/Their] classroom management skills are exemplary, creating a positive environment where students feel respected, motivated, and eager to learn.

Beyond the classroom, [Colleague's Name] is a valued team member, actively contributing to curriculum development and participating in school initiatives. [He/She/They] collaborates effectively with colleagues, shares best practices, and is always willing to support others in achieving common goals.

I am confident that [Colleague's Name] would be a tremendous asset to your teaching staff. [He/She/They] combines professional expertise with genuine passion and care for students. Please feel free to contact me if you require further information.

Sincerely,
[Your Name]
[Your Position]