**REFERENCE LETTER FROM EMPLOYER**

September 10, 20XX

To Whom It May Concern:

My name is Lily Thompson and I’ve been a Kindergarten teacher at Spring Valley Elementary School for the past eleven years. I would like to enthusiastically recommend Timothy Jones for the teaching position at Bright Horizons Preschool. Timothy was my assistant teacher at Spring Valley Elementary School for between 20XX-20XX.

In the two years that Timothy was my assistant, I saw enormous growth in his teaching skills and leadership abilities. He has an exceptional way of communicating with the children. I’ve turned to him for help with an unruly student more than once. In addition to his talents with the students, he’s equally as valuable when it comes to working outside of the classroom. I could always count on Timothy to have a lesson plan prepared ahead of time.

I remember on one occasion; Timothy went out of his way to set up a book club for the children. Each week they’d pick a children’s book to read with their parents, and then tell the class about it. It was a great idea that I still use with my students today.

For these reasons, I highly recommend Timothy Jones for the preschool teacher position at Bright Horizons. I am sure he will exceed your expectations.

If you have any more questions, please feel free to contact me and I’d be happy to provide further information.

Sincerely,

Lily Thompson