[INSERT THE DATE OF SENDING]

[INSERT THE NAME OF THE DESIRED RECIPIENT]

[INSERT THE MAILING ADDRESS]

[INSERT THE POSITION OF THE DESIRED RECIPIENT]

**Recommendation Letter: [INSERT THE NAME OF THE APPLICANT]**

Dear Mr. [INSERT NAME OF THE DESIRED RECIPIENT],

Good day. I am Mr. [INSERT THE NAME OF THE SENDER], a faculty member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am writing this letter to make a great recommendation for my colleague who wishes to apply as a Teacher Assistant.

I’m proud to recommend [INSERT THE NAME OF THE APPLICANT] as a possible and qualified applicant for the available position in your institution. [INSERT THE NAME OF THE APPLICANT] was utilized by our school as [INSERT NAME OF THE POSITION PREVIOUSLY HELD] from [INSERT EMPLOYMENT DATES]. He was in charge of [INSERT THE JOB DESCRIPTION AND RESPONSIBILITY].

[INSERT THE NAME OF THE APPLICANT] has great teaching abilities. What's more, he is very dependable and quite efficient. He can work freely and can complete all teaching responsibilities given to him. He is adaptable and willing to take a shot at any subject that is given to him. He is an imaginative and committed employee who reliably outperformed expectations.

In closing, I believe that [INSERT THE NAME OF THE APPLICANT] would be a huge resource for your institution and has my most noteworthy recommendation. It is my desire that he finds an organization with the assets to help his educational craftsmanship.

Very Truly Yours,

[INSERT NAME OF THE SENDER]

[INSERT NAME OF THE COMPANY]

[INSERT POSITION NAME]

**Signature**