**Sample Recommendation Letter for Teacher**

Address, City, ST, Zip | Phone # | email address

March 15th, 20XX

Karl Chislehurst

Principal

Lenox Elementary School

123 School Address

Lenox, IA, 08967

Dear Principal Chislehurst,

It is my great pleasure to personally recommend Melanie McGregor for the role of 5th grade Math teacher at Wilton Elementary School. Ms. McGregor was a treasured member of our faculty for 6 years and was loved by students and teachers alike. As Principal of Wilton Elementary School, I can assure you that Ms. McGregor is an outstanding teacher who will quickly become an integral member of your school’s community.

When we hired Ms. McGregor 6 years ago, her extensive knowledge of mathematics and the learning needs of children were immediately apparent. With her kind-hearted and nurturing nature, she seamlessly integrated herself into all her classes and effortlessly engaged with all her students. During her time at Wilton Elementary she also significantly contributed to the girl’s tennis team who she coached to victory last year.

Since her very first year, Ms. McGregor utilized her exceptional teaching abilities to improve the average grade of her students by one letter grade. Her particularly adept use of multimedia, advanced visuals, and practical storytelling enabled her to capture the attention of her students and ensure they were always focused on schoolwork in the classroom. I am confident she will continue to produce such results at Lenox Elementary School and will quickly become new favorite among the students.

I have no reservations giving Ms. McGregor my highest recommendation for this position. I am confident she will become an invaluable addition to your faculty. Please feel free to contact me if you have any questions regarding her character or teaching abilities.

Sincerely,

Your Signature

Annabelle Smith

Principal

Wilton Elementary School