**Employee Recognition Letter**

June 5, 20XX

Dear Mrs. Larson,

I just wanted to take some time to express how much I enjoyed being in your class this year. I can’t think of a teacher who could have made this past year any more special than you did.

You truly are a standout teacher because of your sheer dedication to your students. Especially when teaching math, you always made extra sure that I understood the material, since you knew it was my weakest subject. Without you, I never would have been able to master accounting the way I did. Being able to count on you for extra help and clarification was special to me and shows me how much you care about the happiness and success of your students.

I will never forget all the fun activities you included in your class to enhance learning. I especially loved how you always related the lessons to real-life examples that would allow the material to make more logical sense to students and always give us something to relate the lessons to. It made it so much easier to recall the material when being tested on it or when we needed it for homework.

Thank you for a great school year and for always going the extra mile as a teacher. I appreciate it more than you will ever know.

Sincerely,

Maggie Smith