Dear XYZ High School Principal:   
  
It is my honor and privilege to recommend Ms. Rhonda Ray for a teaching position in the science department at XYZ High School. Ms. Ray has been a science teacher here at ABC High School for the last twenty-one years, but is moving to Springfield to be closer to her daughter, son-in-law and her new grandchild.

During her tenure here at ABC, Ms. Ray has taught advanced placement courses in biology and environmental science as well as regular track courses in ecology, plant science, archeology and anatomy. She is a dynamic lecturer who gives students many opportunities for hands-on learning as well

Ms. Ray is always organized and well-prepared for each class. She sets exceptionally high standards and expectations for every student in each of her classes, and provides them with clear, written objectives on the first day of each class.

A well-liked and respected teacher, Ms. Ray is popular with the students having been voted Teacher of the Year six times in the twenty-one years she has taught at ABC. In addition, Ms. Ray was the 2001 County Teacher of the Year and the 2006 State Teacher of the Year.   
  
Although it is with sadness that I see Ms. Rhonda Ray leave ABC High School, I am happy to recommend her for a teaching position at XYZ. It is my opinion that any high school would be fortunate to have a science teacher of Ms. Ray’s caliber. I am confident that she will prove to be a valuable member of your faculty should you choose to hire her. Please feel free to contact me if you have questions at 555-555-5555 or via email at email@email.com.   
  
Sincerely,   
Victoria Gaines   
Victoria M. Gaines, Ph.D.   
Principal   
ABC High School