

PLACE ON LETTERHEAD

<Date>

XYZ School Hiring Team, (*Or hiring manager if you have the name*)

I am thrilled to write this letter of recommendation on behalf of <candidate name> for an <position candidate is applying for>. I've known <candidate> for <x> years. During that time, we worked together at Pine Elementary School. I served as an instructional coach for 4 of those years and had frequent opportunities to observe <candidate> in action. You have the opportunity to select an incredible teacher.

<Candidate Name> has the ability to <name most important quality.> They demonstrated this consistently by <insert 2 - 3 sentences with a specific observation.> As a result, <name an observable result.>

(Repeat with quality 2.) *Example:* Ms. Jones is the most skilled math teacher I've ever observed. Every lesson she plans includes clear learning targets, multiple methods, and relevant practice. She has mastered providing individual follow-up support. As a result, her students always achieve the highest math results on district assessments for 5th grade.

(Repeat with quality 3. Describe with an observation or anecdote. Close paragraph with a specific result.)

Thanks to <quality 1> <quality 2> <quality 3>, <candidate name> will certainly be successful as <position>. I offer <candidate> my highest recommendation and know your school will benefit from having them on staff. If you have any follow-up questions or need more information, do not hesitate to contact me at <number> <email>.

Sincerely,

<signature>

<Title>

<School/District>