## Teacher recommendation letter template

This sample letter of recommendation for a teacher gives you an idea of how you could shape your own letter of recommendation for a teacher. No matter the context of your letter, our template will make the process faster and will help you include all important information.

Dear [*insert name*],

I am writing to recommend [*teacher\_name*]. [*He/She/They*] worked with me at [*education\_institution\_name]* for [*time\_period*] as a [*teaching\_capacity*]. I was the [*your\_title*].

As a colleague, [*teacher\_name*] was always [*insert quality*]. During [*his/her/their*] time with us, [*he/she/they*] managed to [*insert example*].

I’ve always put a premium on [*insert quality*] among our faculty and [*teacher\_name*] never failed to deliver. An example was when [*insert example*].

[*Teacher\_name*] is a delight to work with and I wouldn’t hesitate to work with [*him/her/them*] again.

Should you have any further questions about [*him/her/them*], feel free to reach me at [*phone number*].

Thanks,

[*Your name and signature*]

Feel free to tweak this sample as needed. It’s important to use your own voice and include real examples when writing a teacher recommendation letter. To give you a better idea of what it could look like, see this teacher recommendation letter example written by a fictional School Principal, Sam Davis:

Dear Principal Sarah Carlin,

I am writing to recommend Richard Lowe for a teaching position at your school. He worked with me at Acme High School as a history teacher and reported to me in my position as principal of the school.

As a colleague, Richard was always reliable and organized – he was always the first to work on his syllabus and find the right teaching methods for each of his classes at the start of the year. He also readily led our volunteering activities, including participation in reforestation efforts of nearby areas.

Richard was one of our best educators, firm but always finding ways to engage students. One example is a history competition he organized prompting teams students to write and reenact dialogues between two important historical figures during a historical event. Students loved this and learned a lot about various times of our history. His classes started getting exceptionally high marks in history after he joined our school.

Also, I’ve always put a premium on integrity and honesty and Richard never failed to deliver on both fronts. An example was how he handled a proffered bribe from a parent of a senior high school student who wanted their child to get a mark they didn’t deserve. Richard was discreet and polite with the parent, but he promptly declined the offer.

All in all, Richard is a delight to work with – a dedicated educator with a positive attitude. I wouldn’t hesitate to work with him again if the opportunity arose.

Should you have any further questions, feel free to reach me at +10000000.

Thanks,

Sam Davis

School Principal, Acme High School