TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Recommendation Letter for Teacher

Prof. Carl Mathews

Head of the Department of English

Springdale High

Chicago, Illinois

To Whom It May Concern

It’s my pleasure to write a letter of reference for Mrs. Mary Rogers, who worked under me as a faculty member of the English Department during her tenure at the Springdale High. Having seen Mrs. Rogers give her best for the period of four years that she worked at our school, I can definitely vouch for her.

Her excellent command over the subject and the ability to address the need of each student made her an outstanding professional in the field of teaching. Being highly organized in the classroom and always striving for something extra helped her to rise to a better position within a year of joining the school. Her honesty and reliability ensured that she was on good terms with other faculty members and, more importantly, liked by her students throughout her career at Springdale High.

Owing to some personal reasons, Mrs. Rogers inadvertently had to relocate to California due to which she had to quit her job at our school. While that was a significant loss to our school, I certainly wish Mrs. Rogers all the best on the path she has chosen. With all those qualities that she possesses, she will definitely be an asset to your school.

Sincerely

**[Signature]**

Carl Mathews

**[Contact Number]**

**[Email address]**