To,

[Name of Recipient]

[Designation of Recipient]

[Institute’s Name]

Date:

**Subject: Reference Letter for a Teacher**

Dear Sir/Madam,

This is to refer Mr./Mrs. [name of the Teacher] for the position of history teacher at your school, [mention the name of School]. I have been a fellow teacher with Mr./Mrs. [name of the Teacher] at [mention School name] and I must say that he/she was one of the competent person in his/her concerned subject.

Every year, he/she was the first person to complete his/her syllabus on time and was very cooperative with each and every student with his/her class. He/she had maintained a friendly yet respectful environment in the class and never hesitated in clearing the concepts of students. Moreover, as a colleague, he/she is the person on whom you can always trust.

I highly recommend Mr./Mrs. [name of the Teacher] for this position at your school and I am sure that he/she will prove to be of a great value to your institute. Feel free to contact me any time for further details or queries.

Sincerely,

[Sender Name]

[Sender Signatures]

[Sender Designation]

[Sender Contact Details]