John Lee

Street No. 123, ABC town

XYZ School, New York

Cell Number:

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To whom it may concern:

It is my pleasure to write this reference letter for XYZ who has served ABC School System for 6 years as grade 8th science teacher. As the Head of the school’s primary branch, I have worked closely with XYZ and have seen her work hard at her job. She is an excellent instructor and her students have been learning well with her. Her kind nature, patience and the ability to engage her students in her lessons are some of the most valuable qualities that make her worthy for her role as a teacher.

Since XYZ is relocating with her family, she must leave the school. It is going to be a loss for us as she has been a significant part of our system. Although the school regrets this loss, I am sure XYZ will be a great asset to the institute she serves next.

XYZ is diligent and hard working. She puts a great deal of effort into planning and preparing her lectures and lessons. During her class, she uses different media of instruction including placards, multimedia and 3-D models to deliver her lessons in the most efficacious way. Through this methodology, she attracts the maximum interest of her students. This keen interest makes the students learn fast and develop a love for science.

Her noteworthy communication skills help her connect with the students effectively. During a personally conducted routine inspection session in one of her classes, I was impressed to see how smoothly she communicates with children. This quality helps her transfer even the most complicated science concepts to her students quite effectively.

Other than her responsibilities as a teacher, XYZ has also been a member of the school’s curriculum committee. She has played an active part in keeping the school’s science syllabus up-to-date according to the education board’s requirements.

XYZ has also been popular in the staff room with her cooperative, respectful and overall friendly nature towards all her colleagues. She maintains a healthy professional relationship with her coworkers. I have never received any complaint from the staff members regarding her behavior. At the same time, she displays a dutiful and compliant attitude towards her seniors. She follows the given instructions and never deviates from the provided guidelines. As a result, the school always receives the expected outcome from her.

I can say, without reservation, that XYZ will be a valuable addition to any school’s staff as she is an outstanding teacher. She will serve an institute well through her relevant skills as well as experience.

For further details and queries about her work and experience, I can be contacted at (phone number) during office hours.

Regards,

John Lee

Principal of ABC School