Date

**To Whom It May Concern**

Mrs. ABC has been an employee at XYZ school system from 12th August 2009 to 30th March 2016. During this time, she taught the English Language to grades 5,6 and 7.

With her master’s degree in English Literature, fluent spoken English and prior teaching experience, she has been an asset to our school. Our students developed remarkable language skills with her guidance and effective teaching techniques.

Mrs. ABC also helped the school develop an English Literary Society and Drama Club for the students. These clubs contribute towards important curricular activities at the school.

It has been a pleasure having Mrs. ABC as a part of our faculty. She is focused and dedicated to her profession. Any educational institute will be lucky to have her aboard.

[Your Name]  
Designation  
Signature/Date