To Whom It May Concern:

This letter serves as my formal recommendation for Ms. Dorothy Newton. Ms. Newton has been a kindergarten teacher in our Learning Center for three years now. She has consistently shown an outstanding performance and a professional character all throughout the years.

Ms. Newton served as a kindergarten teacher in our school right after graduation. Even as a new graduate, she was outstanding in all her teaching tasks. She always introduces fresh and innovative ideas for the teaching staff of our learning centre. She was always on time and consistently possesses a cheerful and positive work attitude. She is a trusted and respected co-worker and teacher. She is very kind and skilful in handling and teaching kindergarten classes.

She will surely be an asset for your educational institution. Her experience, innovativeness, remarkable work attitude and perseverance can surely qualify her for a kindergarten teacher position in your school. Ms. Newton will be an excellent choice.

If you have any questions, you can contact the numbers stated in the letterhead.

Sincerely yours,

Ms. Anna Nicole Johnson

Principal

Little Angels Learning Center