[DATE]

[RECIPIENT NAME]

[JOB TITLE/POSITION]

[UNIVERSITY NAME]

[UNIVERSITY ADDRESS]

Dear Mr./Ms./Mrs. [SURNAME],

This letter serves as my recommendation for [TEACHER SURNAME] for the position of [TITLE/POSITION] in our department. Mr./Ms. [TEACHER SURNAME] and I have been under the same department since [DATE] and we have been closely working together. In this regard, I believe that Mr./Ms. [TEACHER SURNAME] is a qualified candidate for the position.

Professionally, Mr./Ms. [TEACHER SURNAME] has completed his/her [POST-GRADUATE DEGREE] at [GRADUATE SCHOOL NAME] with flying colors. He/she has the following notable accomplishments under his/her belt: [Bulleted list of accomplishments]. Mr./Ms. [TEACHER SURNAME] has been a great asset to our department and the university as a whole with his/her academic contributions.

As I have mentioned, I have worked with Mr./Ms. [TEACHER SURNAME] the most since we were both employed by the university at the same time. He/she is admired for being (focused, diligent, approachable, etc.). I have only heard nothing but good things about him/her from his/her students.

Mr./Ms. [TEACHER SURNAME] produces his/her work with great initiative and a positive attitude. This is the reason why I strongly recommend him/her for the position. If you have more inquiries and concerns regarding this matter, feel free to contact me through [CONTACT DETAILS].

Thank you.

Sincerely yours,

[NAME OF CO-WORKER TEACHER]

[DEPARTMENT NAME]