



On school letterhead

# ABC ELEMENTARY SCHOOL

1234 5<sup>th</sup> St. Townville, Brazil

+1 (123)456-7890

Dated current school year

September 25, 2023

To Whom it May Concern:

Specifically states "full-time teacher"

Mary Smith is a current **full-time classroom teacher** with third grade students at ABC Elementary School and has been employed since August 2020.

Please contact me if you have any questions about this applicant's employment status.

Sincerely,

Signed by a school official

**Dr. Robert Brady**  
RBrady@ABCschool.com  
Principal, ABC Elementary School