Private school teacher experience letter

Editable sample letter: replace the details with your own records before signing

Letter reference: [Reference]
Issue date: [Issue date]
School: [Company]
Teacher: [Employee Name]
Staff ID: [Employee ID]
To whom it may concern,
This is to certify that [Employee Name] taught at [Company] from [Start date] to [End date]. The appointment was Grade 5 class teacher, with mathematics and English on the class timetable. From [Date] the employee also took the Grade 6 mathematics relief periods recorded on the timetable.
The school file shows full-time private-school employment. It does not show a government teaching service, a transfer between state schools, or a result in a public examination.
For [Company]
Authorised issuer: [principal]
Verification contact: [school office contact]
School address: [actual address]
Authorised signature and stamp if used: _____