

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Evaluator's Name]
[School or District Name]
[Address]
[City, State, Zip Code]

Dear [Evaluator's Name],

I hope this letter finds you well. I am writing to provide my evaluation of [Teacher's Name], who has been serving as a special education teacher at [School Name] during the [academic year/term].

[Paragraph 1: Overview of the teacher's responsibilities and contributions. Include specific examples of effective teaching strategies, collaboration with staff, and communication with families.]

[Paragraph 2: Assessment of student performance and development. Highlight individual or group achievements, progress made, and how the teacher adapted instruction to meet diverse needs.]

[Paragraph 3: Professional development and engagement. Mention any workshops, additional training, or initiatives the teacher has taken part in that demonstrate their commitment to ongoing learning.]

[Paragraph 4: Recommendations for growth. Suggest areas for improvement or further professional development that could enhance their effectiveness.]

In conclusion, I believe [Teacher's Name] has made a significant positive impact on our students and the broader school community. I look forward to seeing how they continue to evolve in their teaching practice.

Thank you for considering this evaluation. Please feel free to reach out for any further information or discussion.

Sincerely,

[Your Name]
[Your Title/Position]
[School Name]