

ELEMENTARY STUDENT RECOMMENDATION LETTER

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Elementary Student Recommendation Letter

[YOUR NAME]
[YOUR POSITION]
[YOUR PHONE NUMBER]

[DATE]

[RECIPIENT'S NAME]
[RECIPIENT'S POSITION]
[RECIPIENT'S SCHOOL]
[RECIPIENT'S ADDRESS]

Dear [RECIPIENT'S NAME],

I am delighted to recommend [STUDENT'S NAME] for any opportunities or programs available within your esteemed elementary school. Having had the pleasure of teaching and mentoring [HIM/HER/THEM] for [DURATION], I am consistently impressed by [HIS/HER/THEIR] academic achievements, character, and enthusiasm for learning.

As [HIS/HER/THEIR] [TEACHER], I have closely observed [STUDENT'S NAME] in various classroom activities and interactions. [HE/SHE/THEY] demonstrate a remarkable eagerness to learn, a strong work ethic, and an inquisitive mind that actively seeks out new knowledge and experiences.

[STUDENT'S NAME] excels not only in academic subjects but also actively participates in extracurricular activities. [HE/SHE/THEY] display leadership skills, cooperation, and a positive attitude that make [HIM/HER/THEM] a joy to work with and a role model for [HIS/HER/THEIR] peers.

Moreover, [STUDENT'S NAME] exhibits excellent communication skills and interacts respectfully with both classmates and teachers. [HE/SHE/THEY] show empathy, kindness, and a strong sense of responsibility, contributing to a warm and supportive

Sample Recommendation Letter For Elementary Student

Dr. Linda Karges-Bone



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i am writing to you about your maternity leave and pay as we have discussed you are eligible for 52 weeks maternity leave made up of 26 weeks ordinary maternity leave immediately followed by 26 weeks additional maternity leave given your

chosen start date of insert date your maternity leave will end on insert date

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reply to the employee within 28 days tell them they re entitled to 52 weeks maternity leave confirm their return to work date they can change it later if they want to take less but must give you 8 weeks notice if the employee tells you how long they want off use this to work out their return to work date

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use this letter when you need to communicate with an employee about their return from maternity leave date and any related arrangements or queries that they may have raised with you the template provides drafting options to cover the following scenarios and topics

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employer s confirmation of maternity leave letter when you receive the employee s maternity leave request you typically respond with a confirmation letter your response acknowledges the request outlines the terms of the leave including duration and maternity pay and outlines the process for the team member returning to work

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this letter is to inform you that your maternity leave request has been reviewed and approved we understand that you will have to be absent from may 15 to june 15 we wish you a safe and relatively easy delivery and look forward to seeing you and your baby very soon

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