

# Transition Recommendation Letter

Date: [Insert Date]

To Whom It May Concern,

I am pleased to recommend [Student's Name] for [program, scholarship, opportunity, etc.]. As [his/her/their] [teacher, counselor, etc.] at [School Name], I have had the pleasure of working with [him/her/them] for [duration].

[Student's Name] has demonstrated exceptional qualities, including [mention specific skills, traits, or achievements]. [He/She/They] consistently [describe behavior, e.g., participates actively, shows leadership, etc.], making a positive impact on [his/her/their] peers and the school community.

As [he/she/they] transitions to [next stage of life, e.g., college, vocational training, etc.], I am confident that [he/she/they] will excel and continue to make meaningful contributions. [Student's Name] has shown resilience, determination, and a strong work ethic, which will serve [him/her/them] well in the future.

Please feel free to contact me at [your phone number] or [your email] for any further information.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]  
[School Address]