



Telford International Business Institute
北京青年政治学院泰尔弗商务分院

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To whom it may concern.

This is to advise that Carl Harstad has been employed at this Institute as a teacher for a contracted term of 11 months. He is now leaving to return to his native United States. During his time here, Carl has been highly regarded. He has mainly been involved in teaching English to Chinese students and in working in co-operation with other teachers to improve teaching outlines and methods.

Carl is extremely conscientious and always put a lot of thought and effort into his work here. His own classes were well planned, and he was always happy to help other teachers with advice and assistance.

Carl is courteous, well spoken and co-operative to work with. He made a valuable contribution here and leaves with our best wishes for his future.

Director of Education.