
Employer Recommendation Letter for Graduate School

[Your Name]

[Your Title/Position]

[Your Company Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Admissions Committee

[Graduate Program Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Subject: Recommendation Letter for [Applicant's Full Name]

Dear Members of the Admissions Committee,

I am writing to enthusiastically recommend [Applicant's Full Name] for admission to [Graduate Program Name] at [University Name]. I have had the privilege of supervising [Applicant's First Name] at [Company Name] for the past [time period] in their role as [Applicant's Job Title]. During this time, I have been continually impressed by their [specific strengths such as leadership, problem-solving skills, or initiative].

One of the most notable examples of [Applicant's First Name]'s capabilities occurred during [specific project or task]. In this role, they [describe the situation, actions, and outcomes]. Their ability to [specific skills] was instrumental in achieving [specific result].

What sets [Applicant's First Name] apart is their [soft skills such as teamwork, communication, or adaptability], coupled with a deep commitment to [specific values or goals]. I have no doubt that their professional experience and skill set will translate seamlessly to an academic environment, allowing them to excel in your program.

I am confident that [Applicant's First Name] will be an asset to your graduate program, and I strongly support their application. Please feel free to contact me at [email] or [phone number] should you need further insights about their qualifications.

Sincerely,

[Your Full Name]

[Your Title/Position]

[Company Name]