

Date: [Insert Date]

To the Admissions Committee,
[Business School Name]

I am pleased to write this letter of recommendation for [Applicant's Name] in support of their application to your esteemed business school. As [Applicant's Title/Role] at [Company Name], I have had the privilege of supervising [him/her/them] for [duration], during which time [he/she/they] has consistently demonstrated exceptional professional skills, strong work ethic, and an impressive drive for results.

During [his/her/their] tenure with us, [Applicant's Name] excelled in the role of [Job Title], where [he/she/they] was responsible for [brief description of job functions, e.g., leading teams, managing projects, analyzing data]. [He/She/They] proved to be an invaluable asset, not only meeting but frequently exceeding performance expectations. For example, [Insert a specific achievement, project, or contribution that highlights the applicant's leadership, analytical, or problem-solving abilities].

[Applicant's Name]'s ability to apply theoretical frameworks to practical situations sets [him/her/them] apart from peers. [He/She/They] consistently demonstrated strategic thinking, initiative, and creativity—essential qualities for success in advanced business studies. Furthermore, [his/her/their] effective communication skills, adaptability, and collaborative spirit greatly impressed both colleagues and clients alike.

Beyond technical proficiency, [Applicant's Name] is known for [his/her/their] integrity, professionalism, and commitment to continuous learning. [He/She/They] actively sought feedback to enhance [his/her/their] performance and took on additional responsibilities to broaden [his/her/their] business acumen. I am confident that these attributes will serve [him/her/them] exceptionally well in your program and contribute positively to the learning environment.

In summary, I wholeheartedly endorse [Applicant's Name] for admission to [Business School Name]. I am certain that [he/she/they] will leverage [his/her/their] real-world experience and dedication to achieve academic excellence and make significant contributions to your academic community.

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

Sincerely,
[Your Name]
[Your Title/Position]
[Company Name]