

# Sample Recommendation Letter from Employer for Scholarship Application

[Employer's Letterhead]

[Date]

[Scholarship Committee Name]

[Scholarship Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear Scholarship Committee,

I am writing to strongly recommend **[Employee's Name]** for the **[Name of Scholarship]**. As **[Employee's Position]** at **[Your Company/Organization]** for the past **[duration]**, I have had the pleasure of supervising and working closely with **[Employee's Name]**, and I firmly believe that they are an exceptional candidate for this scholarship opportunity.

During their tenure with us, **[Employee's Name]** has demonstrated outstanding professionalism, dedication, and a remarkable work ethic. They consistently exceed expectations in their responsibilities, show initiative in tackling new challenges, and contribute positively to our company's goals. Notably, **[he/she/they]** successfully **[mention specific achievement or project]**, which had a significant positive impact on our team and organization.

In addition to their technical skills and knowledge, **[Employee's Name]** is known for **[his/her/their]** excellent interpersonal skills, effective communication, and leadership abilities. **[He/She/They]** is highly respected by colleagues and always willing to mentor others, fostering a collaborative and supportive work environment.

**[Employee's Name]** has expressed a strong desire to pursue further education in **[Field/Program Name]**, and I am confident that participation in this program will not only enhance **[his/her/their]** professional abilities but also enable **[him/her/them]** to contribute even more significantly to our industry. **[He/She/They]** has illustrated tremendous potential for academic and career growth, and I wholeheartedly endorse **[his/her/their]** application for the **[Name of Scholarship]**.

Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** if you require any additional information or insights regarding **[Employee's Name]**'s qualifications and achievements.

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]