

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]