

[Company Letterhead]

[Date]

The Graduate Admissions Committee

[Department Name]

[University Name]

Subject: Letter of Recommendation for [Applicant's Full Name] — MS in [Program Name]

Dear Admissions Committee,

I am pleased to recommend [Applicant's Full Name] for the MS in [Program Name] at [University Name]. I have supervised [First Name] for [X years] at [Company Name], where [he/she/they] works as a [Job Title] in our [Department Name] team. My role as [Your Designation] has given me direct and detailed insight into [his/her/their] technical capabilities, problem-solving approach and intellectual curiosity.

[First Name]'s core responsibilities include [describe technical work — e.g., building and maintaining machine learning pipelines for our recommendation engine, conducting A/B tests across our product suite and collaborating with the product team to translate business requirements into technical specifications]. [He/She/They] works primarily in [technologies/tools — e.g., Python, SQL, TensorFlow and AWS] and has consistently delivered high-quality work within tight timelines.

The project that best illustrates [First Name]'s technical depth is [project name or description — e.g., the customer churn prediction model [he/she/they] built independently in Q1 2024]. The business problem was [describe problem — e.g., our customer retention rate had dropped 8% year-on-year and the existing rule-based system was not identifying at-risk customers early enough]. [First Name] proposed a gradient boosting approach, built the model from scratch, validated it against 18 months of historical data and deployed it to production — all within 6 weeks. The model improved early churn identification by [X]% and is now used by our customer success team daily. What impressed me most was not just the technical execution but [his/her/their] ability to [soft skill — e.g., communicate the model's logic clearly to non-technical stakeholders and get buy-in from the product team]. This combination of technical rigour and

communication ability is rare and will serve [him/her/them] well in a research-oriented graduate program.

[First Name] has spoken to me about [his/her/their] interest in [specific research area — e.g., natural language processing and its applications in low-resource languages]. I believe [his/her/their] industry experience gives [him/her/them] a practical perspective that will complement the theoretical training of [University Name]'s MS program. [He/She/They] is the kind of student who will ask the right questions in seminars and bring real-world context to academic discussions.

I recommend [First Name] with full confidence and without reservation. Please feel free to reach me at [email] if you have any questions.

Sincerely,

[Your Full Name]

[Your Designation]

[Company Name]

[Email] | [Phone]