

Sample Recommendation Letter for Graduate School from Employer

[On Official Company Letterhead]

Date: [DD/MM/YYYY]

To

The Admissions Committee
[University Name]

Subject: Letter of Recommendation for [Candidate's Full Name]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation in support of **[Candidate's Full Name]** for admission to your **graduate program in [Program Name]**. I have had the opportunity to work closely with [him/her/them] at **[Company Name]**, where [he/she/they] has been employed as a **[Job Title]** from **[Start Date]** to **[End Date]**. During this period, [Candidate's Name] reported directly to me in my capacity as **[Recommender's Designation]**.

Throughout [his/her/their] tenure, [Candidate's Name] consistently demonstrated strong professional competence, reliability, and a willingness to take ownership of responsibilities beyond the scope of [his/her/their] role. One of [his/her/their] key strengths is the ability to analyze complex problems and propose practical, well-structured solutions. [He/She/They] played an important role in **[briefly mention a project, responsibility, or achievement]**, which resulted in **[measurable or observable outcome, if possible]**.

In addition to technical and analytical skills, [Candidate's Name] possesses excellent communication and interpersonal abilities. [He/She/They] worked effectively with team members, senior management, and external stakeholders, often acting as a point of coordination to ensure clarity and timely execution. [His/Her/Their] professionalism and adaptability were particularly evident in high-pressure situations, where [he/she/they] remained focused and solution-oriented.

Like any growing professional, [Candidate's Name] initially faced challenges in **[brief, honest weakness—e.g., delegating tasks, prioritization]**. However, what sets [him/her/them] apart is the ability to reflect, learn, and improve. Over time, [he/she/they] actively worked on this area, leading to noticeable improvement in both efficiency and team collaboration.

Based on my professional experience working with [Candidate's Name], I am confident that [he/she/they] possesses the intellectual curiosity, discipline, and motivation required to succeed in a rigorous graduate-level academic environment. I strongly believe that advanced study will further enhance [his/her/their] capabilities and enable [him/her/them] to make meaningful contributions in the future.

I highly recommend **[Candidate's Full Name]** for admission to your graduate program without reservation. Please feel free to contact me should you require any additional information.

Yours sincerely,

[Recommender's Full Name]

[Designation]

[Company Name]

[Official Email Address]

[Contact Number]