

[Company Letterhead]

[Company Name], [Address, City, Country]

Date: [DD Month YYYY]

PROFESSIONAL LETTER OF RECOMMENDATION

To Whom It May Concern,

I am writing to recommend **[Employee Name]** for admission to the **[Program Name]** program. As **[Manager Designation]** at **[Company Name]**, I have worked directly with **[Employee Name]** for [duration, e.g. two years], during which they served as a **[Job Title]** on my team.

[Employee Name] quickly became one of the most reliable members of the team. They led the **[project name]** project end to end, coordinating a team of **[X]** members and delivering it **[time/percentage] ahead of schedule**, which reduced client turnaround time by **[X%]**. Their command of **[relevant skills]** and their calm approach under deadlines stood out consistently.

Equally important is their attitude. **[Employee Name]** mentors junior colleagues, communicates clearly with clients and takes ownership of outcomes. These are the qualities that translate directly into success in a demanding graduate program.

I give **[Employee Name]** my strongest recommendation and am happy to provide any further details.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

Email: [email@company.com] | Phone: [+XX XXXXXXXXXX]

Sample professional LOR for study abroad. Replace all bracketed fields. Print on company letterhead and sign.