[Full Name]

[Title]

[School Name]

[Address]

[City, State, Zip Code]

Dear [Mr. /Ms. Last Name]:

[Date]

Dear [Mr. /Ms. Last Name]:

I am writing to you with regard to [Mr. /Ms. Full Name], who has requested that I write a letter of recommendation on [his/her] behalf. [First Name] and I discussed [his/her] recent decision to pursue graduate study and I support [his/her] decision and strong desire to take [his/her] dedication and skill to the next level.

I have worked with [First Name] for [time span]. Specifically, [explain the context of your relationship. Are you a supervisor? Of what?]. Applicant's duties include [explain]. [Applicant] is an excellent problem solver. [Provide an example.] In addition, he/she is an excellent communicator and has the skills and personality needed to be a leader. [Explain/provide

While Applicant's leaving our company to attend graduate school is a loss to us, I have every confidence that Applicant will thrive in a graduate school setting. Applicant is an intelligent, committed, and inquisitive individual. I believe that he/she will be an asset to your program.

Sincerely,

[Employer's Name]

[Title]

[Company]