

Concise email recommendation

Subject: Recommendation for [Employee Name]

Dear [Admissions Officer],

I am writing to recommend [Employee Name] for your graduate program. As their [Supervisor/Manager] at [Company Name], I have observed their professionalism, critical thinking, and leadership abilities.

[Employee Name] will undoubtedly bring enthusiasm, intelligence, and dedication to your program. I highly endorse their application.

Best regards,

[Your Name]

[Title]

[Company Name]

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