

Formal recommendation for graduate school or certification program

Subject: Letter of Recommendation for [Colleague's Name] - [Program Name]

Dear Admissions Committee,

I am pleased to recommend [Colleague's Name] for admission to your [specific program]. As [Your Title] at [Company Name], I have supervised [Name] for [duration] and witnessed their exceptional analytical abilities and dedication to professional development.

[Name]'s intellectual curiosity and commitment to continuous learning make them an ideal candidate for advanced study. They have consistently sought out challenging assignments and approached complex problems with methodical analysis. Their research on [relevant project] demonstrated graduate-level thinking and resulted in actionable recommendations that our company implemented.

Their academic potential is evident in their ability to synthesize information from multiple sources, think critically about industry trends, and communicate complex ideas clearly to diverse audiences. [Name] has also shown leadership in organizing professional development workshops for our team.

I am confident that [Name] will excel in your program and contribute meaningfully to the academic community. Their combination of practical experience and intellectual rigor positions them well for success in graduate-level coursework.

I give [Name] my strongest endorsement and welcome any questions you may have.

Sincerely,

[Your Name]

[Your Title and Credentials]

[Institution/Company]

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