

Letter supporting an employee for further studies or scholarship

Subject: Recommendation for [Employee Name]

Dear [Recipient Name],

I am writing to recommend [Employee Name] for admission/scholarship at [Institution Name].

[He/She] has consistently demonstrated outstanding performance, intellectual curiosity, and strong character during [his/her] employment at [Company Name].

I am confident that [Employee Name] will excel in further studies and make significant contributions to your institution.

Sincerely,

[Your Name]

[Title]

[Company Name]

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