

Concise Recommendation Letter

Subject: Recommendation for [Employee Name]

Dear Admissions Committee,

I am writing to recommend [Employee Name] for admission to [Graduate Program] at [University Name]. As [Employee Name]'s supervisor, I have witnessed their strong work ethic, intellectual curiosity, and dedication to excellence.

They are well-prepared for graduate-level study and I am confident they will succeed in your program.

Sincerely,

[Your Name]

[Position]

[Company Name]

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