Concise, Quick Reference Email

Hello Admissions Team,

I am writing to recommend [Employee Name] for admission to [University Name]. They have been an exceptional employee at [Company Name], showing diligence, reliability, and excellent work ethic.

I believe they will thrive academically and contribute positively to your university community.

Best regards,

[Your Name]

[Your Position]

Get more templates here:

https://www.lettersandtemplates.com/letters/reference-letter-from-employer-to-university