

Professional, Slightly Casual Reference Letter

Dear Admissions Office,

I am pleased to recommend [Employee Name] for your program at [University Name]. Over the last [Duration], they have impressed us at [Company Name] with their dedication, creativity, and collaborative approach to projects.

[Employee Name] is adaptable, quick to learn, and always eager to take on challenges. I am confident that their strong work ethic and enthusiasm will translate well into your academic environment.

Sincerely,

[Your Name]

[Your Position]

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