

Recommendation Letter for Scholarship from Employee Colleague

[Name of Co-Worker]

[Address of Co-worker]

[City, State Zip Code]

[Phone Number]

Date: [.....]

[Name of Addressee]

[Name of Company]

[Street Local Address]

[City, State Zip Code]

Dear Mr./Mrs./Ms./Dr. [Name of Addressee],

I am writing this letter to express my sincere support for [Name of Applicant] in his/her application to study [Name of Course] and gain scholarship opportunity under [Name of Scholarship Program] at [Name of University].

I have known and worked with [Name of Applicant] over the past [Insert Number of years] at [Insert Name of Company]. I am happy to provide this recommendation as I enjoy working with [Name of Applicant]. I am confident that he/she deserves this scholarship opportunity because I have great respect for him/her. The level of dedication and hard work [Name of Applicant] puts into our company's projects is enough to prove they will be a great fit for this scholarship.

In addition to having firsthand knowledge of [Name of Applicant] work ethics and abilities, I am also familiar with his/her career goals and understand how much receiving this great scholarship opportunity means to him/her. If he/she gains this scholarship, it will provide the adequate financial support needed to complete the program. I can't think of any other person more deserving of this great opportunity, so I hereby declare my full support for the application.

I am confident that you will be as impressed with [Name of Applicant] as I am. I hereby urge you to consider [Name of Applicant] for this scholarship award. You are free to contact me at [Insert Phone Number or Email Address], if you need me to provide more information.

Best Regards,

[Signature of Co-worker]

[Name of Co-worker]