

Recommendation Letter for Scholarship from Employer

From,

[Name of Employer]

[Address of Employer]

[City, State Zip Code]

[Phone Number]

Date: [.....]

To,

[Name of Admission Coordinator]

[Address of Admission Coordinator]

[City, State Zip Code]

SUBJECT: [.....]

Dear [Name of Admission Coordinator],

I am writing this letter of recommendation on behalf of [Name of Applicant] who is applying for [Title of Scholarship Program] at [Name of College]. I have supervised [Name of Candidate] for [Number of Years] where he/she worked in the capacity of project team leader of our [Title of Project]. Accepting his/her scholarship request will benefit his/her professional and academic career.

I am pleased to inform you that [Insert Name of Applicant] has been a pleasure to work with over the years. He/she has consistently brought his/her intelligence and high level of creativity to the table when needed, and he/she has always delivered quality jobs in every work assigned to him/ her. His/her good communication skills have also ensured he/she engages co-workers properly. He/she has been a great asset to our organization.

I believe that if you give him/her a chance to pursue his/her dreams of studying [Insert Course of Study] at [Name of College], he/she will prove to be the worthiest candidate. Please feel free to contact me if you need me to provide further information regarding his/her suitability for the program.

Sincerely,

[Name of Employer]

[Department of Employer]

[Insert Name of Organization]

[Insert Office Address]