**Sample LOR from Supervisor**

(Name of Referee)  
(Position of Referee)  
(Mailing address of Referee)

(Name of Recipient)  
(Mailing address of Recipient)  
(Position of Recipient)

(Today’s date)

Dear Sir/Madam,

I take immense pleasure in recommending XXXX for the admission in Masters of Science in XXXXX course at your esteemed institution. XXXX has started his work as Junior Executive –Operations and was able to get a promotion just in six months due to his extraordinary dedication and organized work.

XXXX worked with us for one and a half years till now. I am his immediate supervisor for the last year and was the overseeing supervisor for the first six months. During his tenure, he started gaining an indispensable slot due to his meticulous planning and execution of assigned duties that reflected positively on the company’s growth. He is self-driven, honest, and professional in his approach and is able to make his presence felt in the teamwork or otherwise in the assigned job area. He possesses excellent communication, reasoning, and critical thinking skills.

He shared with us his desire to have advanced studies in XXXX to move higher in his career and company; and after seeing his potential we also felt that though it will be a loss to our company and we will feel the void, he definitely deserves to get in-depth knowledge and experiential learning to learn those nuances that will help him in his future and in turn building stronger industries.

He has the potential to work in the research and development area and has shown a similar capacity for designing product models. This shows that he is multi-talented and requires to master the specialized areas through further study to excel and make the companies also grow with changing times.

I also feel that this experience of working has given him practical knowledge and desired confidence that will help him in his further studies and research. I strongly recommend his candidature for admission to Masters in XXXX, as he is truly a deserving student.

In case of any further queries regarding XXXX, I would be happy to answer them. I am contactable at the office Email XXXXXXXXXXXXXXXXX and phone numbers XXXXXXXXX and XXXXXXXXXXX between 10 am to 6 pm from Monday to Friday every week.

Thanking you

Recommender’s Name  
Designation

Contact details

Stamp