[COMPANY LETTERHEAD AND LOGO]

[DATE]

To whom it may concern:

This letter is my recommendation for [Name of Student]. Until recently, I have been his/her immediate supervisor in [Name of Company] for [N] years. I found her to be consistently delightful, tackling all her tasks with dedication and a contagious optimism.

Aside from being such a joy to work with, he/she is also a take-charge person who is able to come up with very creative ideas and communicate it effectively with the rest of his/her team members. He/she has developed innovative techniques in making our processes both time- and cost-efficient. During his/her tenure in our company, we saw an increase in productivity in our overall operation. This change was a direct result of the adjustments made by [Name of Student].

[Name of Student] was certainly an asset to our operations. He/she was also extraordinarily helpful in areas that are outside of his/her expertise, such as marketing and sales. He/she always had invaluable insights that people would constantly seek his/her opinion about some decision points in our line of work.

I fully support his/her decision to continue his/her studies and pursue a master’s degree in relation to his/her field.

To conclude, I would like to reiterate my strong recommendation for [Name of Student]. I believe that he/she will be an excellent addition to your graduate program.

Sincerely,

[Sender Name]

[Job title, Company]