**LETTER OF RECOMMENDATION FOR GRADUATE SCHOOL FROM COWORKER**

[DATE]

[RECIPIENT’S COMPLETE NAME]

[RECIPIENT’S POSITION]

[INSTITUTION NAME]

[ADDRESS]

Re: Recommendation Letter for Graduate School

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Greetings!

The primary purpose of this letter is to extend my sincere recommendation on behalf of my co-worker, [NAME OF CO-WORKER], who is passionate and eager to enter and enroll into your university, [UNIVERSITY NAME]. I have been working with [NAME] for almost [NUMBER OF YEARS] years since [DATE]. Currently, we are both working at [COMPANY NAME]. I am his/her immediate supervisor.

I can truly attest to his/her good moral character and his/her dedication to pursuing graduate studies. He/she is a high-talented, brilliant, service-oriented, and generous individual. I truly admire his/her passion and commitment to exert his/her best efforts in all of his/her tasks and daily deliverables. I consider him/her a great asset to our division and our company as a whole.

If you want to know more about him/her and his/her work ethics, you can reach me through this number: [CONTACT NUMBER].

Sincerely,

[SENDER’S NAME AND SIGNATURE]

[SENDER’S POSITION]

[COMPANY NAME]