[Your Name]

Your Role or Position

Name of Company  
Address of Company  
City, State, Zip Code

[Date]

Name of Recipient

Role or Position  
Name of Scholarship Organization  
Address of Organization  
City, State, Zip Code

Dear [Name of Recipient],

I have been [name of employee]’s manager for [number] years while working for [name of company] as a [name of position]. I am recommending [him or her] for the [name of scholarship program] program as I have witnessed firsthand [his or her] dreams of becoming a professional [name of profession].

[Name of employee] is one of the best [name of position] s we have on our team. [He or She] led to the effective implementation of the [name of project] project which helped [name of company] save on time and an overall savings amounting to $ [amount] for the company. [His or her] contributions are a result of someone thinking out of the box while maintaining standards and processes in check. [He or She] truly deserves to be in the [name of scholarship program] program.

[Name of employee] is very hardworking and has displayed excellent and sound judgement required for a leader. He is definitely of strong character and additionally finds it very easy to work well with others. He is a definite gem worth investing in and worthy to be part of the [name of scholarship program] program. For any additional information you wish to find out about [name of employee] in line with the [name of scholarship program] program, please feel free to contact me at [phone number] as I would be most eager to answer any of your questions or queries.

Sincerely,

[Your Name and Signature]

Your Role or Position

ame of Company