

# Sample Recommendation Letter for Scholarship From Employer

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Scholarship Committee

[Scholarship Name]

[University/Organization Name]

[Address]

[City, State, ZIP Code]

**Dear Members of the Scholarship Committee,**

I am pleased to write this letter of recommendation for [Employee's Name] in support of [his/her] application for the [Scholarship Name]. As [his/her] supervisor at [Company Name], I have had the privilege of working closely with [Employee's Name] for the past [number] years. During this time, [he/she] has consistently demonstrated exceptional skills and dedication.

[Employee's Name] has shown outstanding performance in [his/her] role as [Job Title]. [He/She] has been instrumental in [specific project or task], where [he/she] exhibited [mention specific skills, such as leadership, problem-solving,

teamwork]. [His/Her] ability to [specific achievement] has greatly contributed to the success of our team and company.

Beyond [his/her] professional achievements, [Employee's Name] has a strong commitment to personal growth and education. [He/She] is always seeking opportunities to expand [his/her] knowledge and skills. This scholarship will enable [him/her] to further [his/her] education and continue to excel in [his/her] chosen field.

[Employee's Name] is not only a dedicated professional but also a person of great integrity and character. [He/She] is respected and admired by colleagues for [his/her] willingness to help others and for [his/her] positive attitude. [He/She] is a true team player who always strives for excellence.

I am confident that [Employee's Name] will make the most of this scholarship opportunity and will continue to achieve great things. [His/Her] dedication, intelligence, and passion make [him/her] a deserving candidate for the [Scholarship Name]. I highly recommend [him/her] for this scholarship without reservation.

Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Email Address]

[Phone Number]