

Formal Letter Focusing on Leadership Qualities

Dear Admissions Committee,

I am delighted to recommend [Employee Name] for admission to [University Name]. As [Employee Name]'s supervisor at [Company Name], I have witnessed their exceptional leadership skills, including team coordination, problem-solving, and initiative.

They consistently inspire colleagues, manage projects effectively, and maintain a high standard of work. I am confident that these qualities will make them an asset to your university.

Sincerely,

[Your Name]

[Your Position]

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