

Preliminary Reference Letter Before Final Evaluation

Dear Admissions Office,

This letter serves as a preliminary reference for [Employee Name], who is applying to [University Name]. Based on their performance at [Company Name] so far, they have displayed remarkable skills, professionalism, and dedication.

A detailed final evaluation can be provided upon completion of their current projects, but I am confident in their abilities and potential for success in your program.

Sincerely,

[Your Name]

[Your Position]

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