

Brief Professional Email for Merit-Based Scholarship

Subject: Scholarship Recommendation for [Employee Name]

Dear Scholarship Committee,

I am pleased to recommend [Employee Name] for the [Scholarship Name]. As [his/her/their] manager at [Company Name] for [duration], I can attest to [his/her/their] exceptional qualifications.

Key strengths include:

- Consistent high-performance ratings, ranking in the top [percentage] of [team/department]
- Successfully managed [number] projects with [specific results]
- Demonstrated expertise in [relevant skills]
- Strong analytical and problem-solving capabilities
- Excellent communication and collaboration skills

[Employee Name]'s academic goals in [field of study] directly complement [his/her/their] professional work and will enhance [his/her/their] ability to contribute to [industry/field]. [He/She/They] has shown the discipline, intelligence, and commitment necessary for academic success.

I strongly endorse [his/her/their] application and am available for follow-up questions.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone]

[Email]

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