

replace with
LOGO

Street Address, City, County, Postcode

Phone number

Email address

Dear Sir/Madam,

RE: EMPLOYMENT REFERENCE FOR [EMPLOYEE'S FULL NAME]

I am pleased to provide this letter of reference in support of [Employee's Full Name] and their application for admission to the [Name of Master's Programme] at your university.

[Employee's Name] has been employed by [Company Name] as a [Job Title] since [Employment Start Date]. In this role, they are responsible for [briefly state the employee's main duties, such as managing administrative processes, supporting clients, preparing reports, coordinating projects, supervising staff, or handling business operations].

During their employment with us, [Employee's Name] has consistently demonstrated professionalism, reliability, and a strong commitment to their responsibilities. They possess excellent communication, organisational, analytical, and problem-solving skills. They are able to work effectively with minimal supervision and also contribute positively as a member of a team.

[Employee's Name] has shown a strong willingness to learn and develop professionally. They approach new tasks with enthusiasm, respond positively to feedback, and are capable of managing competing responsibilities while meeting deadlines. Their ability to analyse situations, make sound decisions, and communicate clearly has made them a valuable member of our organisation.

In addition to their professional abilities, [Employee's Name] is respectful, honest, dependable, and hardworking. They maintain positive working relationships with colleagues, clients, and management and conduct themselves with maturity and integrity. I believe that undertaking a Master's degree will enable [Employee's Name] to build upon their professional experience, expand their academic knowledge, and develop the advanced skills required to achieve their long-term career goals. I am confident that they possess the discipline, intellectual ability, motivation, and commitment necessary to succeed in postgraduate study.

I therefore recommend [Employee's Full Name] for admission to the [Name of Master's Programme] without reservation. I am confident that they will make a positive contribution to your university and benefit greatly from the programme.

Please feel free to contact me should you require any further information regarding this reference.

Yours faithfully,

[Referee's Full Name]

[Job Title]

[Company Name]

Telephone: [Telephone Number]

Email: [Email Address]

Signature: _____

Date: _____