**Medical School Recommendation Letter from Employer**

[Date]

[Full Name]  
[Title]  
[School Name]  
[Address]  
[City, State, Zip Code]

Dear [Mr./Ms. Last Name]:

I am writing to you with regard to [Mr./Ms. Full Name], who has requested that I write a [letter of recommendation](https://www.thoughtco.com/sample-grad-school-professor-recommendation-letters-1685940) on [his/her] behalf. [First Name] and I discussed [his/her] recent decision to pursue graduate study and I support [his/her] decision and strong desire to take [his/her] dedication and skill to the next level.

I have worked with [First Name] for [time span]. Specifically, [explain the context of your relationship. Are you a supervisor? Of what?]. Applicant's duties include [explain].

Over the time that I have known [Applicant], he/she has consistently performed his/her duties with competence and often goes the extra mile, doing more than expected. [Provide a specific example].

[Applicant] is an excellent problem solver. [Provide an example.] In addition, he/she is an excellent communicator and has the skills and personality needed to be a leader. [Explain/provide an example of how Applicant demonstrates communication skills. Describe some personality characteristics that you believe are helpful to his/her success].

While Applicant's leaving our company to attend graduate school is a loss to us, I have every confidence that Applicant will thrive in a graduate school setting. Applicant is an intelligent, committed, and inquisitive individual. I believe that he/she will be an asset to yur program.

Sincerely,

[Employer's Name]  
[Title]  
[Company]