[Your Name]
[Your Job Title]
[Company Name]
[Email Address]
[Phone Number]
[Date]

[Graduate Admissions Committee]
[University Name]
[Department Name]
[University Address]

Subject: Letter of Recommendation for [Applicant Name]

To the Admissions Committee,

It is my pleasure to recommend [Applicant Name] for admission to the [Name of Graduate Program] at [University Name]. As [Your Job Title] at [Company Name], I have supervised [Applicant Name] for [Number] years in their role as [Applicant's Job Title] within our Employee Relations department.

During their tenure, [Applicant Name] demonstrated an exceptional ability to navigate complex workplace dynamics. They were responsible for [mention a specific responsibility, e.g., managing conflict resolution or interpreting labor policies], where they consistently showed high emotional intelligence and analytical thinking. One specific example of their impact was when they [describe a brief achievement or project related to employee relations].

[Applicant Name] possesses the professional maturity and communication skills necessary to succeed in a rigorous graduate environment. They have a deep interest in [mention a specific interest, e.g., labor law, organizational behavior, or mediation] and have proven they can apply theoretical knowledge to practical workplace challenges.

I am confident that [Applicant Name] will be a valuable asset to your academic community. Their commitment to fostering positive workplace environments aligns perfectly with the goals of your program. I recommend them without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]