**Scholarship Recommendation Letter - Meaning, Purpose, Format, Examples, and More.**

As an employer, you are the best judge of how well-suited and well-performed your employee is. At certain instances, your employer might ask you to write a recommendation letter. These instances may be applying for a new job, a scholarship program, or admission in universities for academic growth. However, this blog discusses Scholarship recommendation letters.

There are many requirements for a scholarship, one of which includes getting a recommendation letter from your employer which should state why the scholarship applicant should be awarded with the benefit of scholarship. You can recommend your employee by writing a recommendation letter.

If you are an employer looking to write a **scholarship recommendation letter** to an employee, this blog is for you. However, an easier alternative is integrating an **HR toolkit** that has all the custom made ready-to-use **HR letters** for your convenience. Here we will discuss everything from what to how to template to examples of a scholarship recommendation letter. Let’s start!!

**Recommendation Letter for Scholarship - Meaning**

A recommendation letter from an employer can be very useful in getting a place in a reputed educational institution or a new job. A scholarship recommendation letter is not much different from the one you write to the employer for a new job.

The difference is actually in the body content. The latter will include the content regarding the employee’s suitability for the scholarship and the former contains the content regarding your qualification for the job.

**Purpose of the Recommendation Letter for Scholarship**

A scholarship recommendation letter is written by an employer to recommend the individual for a scholarship program. While writing this letter, the employer must understand the requirements and consider his/her relationship to justify the recommendation of the employee.

A well-written letter helps the selection committee:

* Understand the unique qualifications and extra- curricular activities of the employee
* Analyze how the employee’s qualities match with the requirements of the scholarship program.

But your recommendation letter can do these things only if it contains all the information that the selection committee is looking for. Read further to know exactly what you should include in the recommendation letter.

**Things to Include in Scholarship Recommendation Letter**

You might have a different experience with each employee asking for a recommendation letter. And as an employer, you need to make sure that your letter sounds authentic and not a ready-to-use template. However, still the best recommendation letters have a similar format. Below are the things you need to include in a recommendation letter:

- Always write the recommendation letter on the company’s letterhead.

- introductory paragraph that tells who you are, your relationship with the employee, and how long you’ve been in contact

- Your general thoughts and observations about the employee’s qualifications, personal qualities, and readiness for the scholarship.

- a set of examples that support your thoughts and observations

- A short summary that describes why you feel that the employee is suitable for the particular scholarship.

- At the end, a closing statement that tells the receiver that you are open for being contacted if they need any further information about the scholarship applicant.

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**Recommendation Letter for Scholarship Format**

* If you have a letterhead, it will be found on the top of the letter.
* Date of sending the letter
* Recipient details including the name, organization name, and address
* The opening salutation
* The body of the letter with all the required information
* Closing Salutation
* Signature

| **Your Name**  **Your Address**  **City, State Zip code**  Date  Addressee Name  Company Name  Street Address, City, State Zip  [Mr./Ms./Miss/Mrs. Dr., etc] Last Name:  I am writing to support [applicant's name] in [his/her] application for a scholarship opportunity with your [name of scholarship program]. I've been working with [applicant's name] at [company name] for the last [number of months or years].  I enjoy working with [applicant's name] and am pleased to offer this recommendation. I have great admiration for him/her as a person and a professional, and I am confident that he/she is deserving of this award. [Insert a positive, descriptive sentence about the individual's work performance that is appropriate and relevant to the scholarship application].  In addition to firsthand knowledge of [applicant's name's] work ethic and abilities, I am also familiar with [his/her] educational and career goals, and I understand how important this scholarship is to him/her. Receiving this scholarship will provide significant financial support, allowing him/her to pursue the additional education required to earn a college degree. There is no one more deserving, and I wholeheartedly support his/her application.  I am confident that you will be as taken with the applicant's name as I am, and I strongly urge you to consider him/her for this award. You can contact me anytime you need more information. You can get in touch at [insert phone number here] or [email address]  Regards,  Your Full Name |
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**Recommendation Letter for Scholarship Example**

| **Amar Patel**  **XYZ Solutions Pvt. Ltd.**  **Ahmedabad, Gujarat, 380XXX**  15/02/2021  Nitya Shah  ABC Solutions Pvt. Ltd.  Street 2, CD Tower Surat, Gujarat, XXXXXX  Mrs. Shah:  I am writing to support Mr. Akash Mishra in his application for a scholarship opportunity with your Alana Benefit Scholarship Program. I've been working with Akash at XYZ solutions Pvt. Ltd. for the last 3 years.  I enjoy working with Akash and am pleased to offer this recommendation. I have great admiration for him as a person and a professional, and I am confident that he is deserving of this award. He has proven himself to be positive and dedicated towards the work assigned to him and also towards the company. His dedication towards the work is unmatched and the attention he gives to the job is commendable.  In addition to firsthand knowledge of Akash’s work ethic and abilities, I am also familiar with his educational and career goals, and I understand how important this scholarship is to him. Receiving this scholarship will provide significant financial support, allowing him to pursue the additional education required to earn a college degree. There is no one more deserving, and I wholeheartedly support his application.  I am confident that you will be as taken with the Akash as I am, and I strongly urge you to consider him for this award. You can contact me anytime you need more information. You can get in touch at 9123459876 or amar@xyzsolution.com.  Regards,  Amar Patel |
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**Points to Remember in Writing the Letter**

- Your priority should be to write an original letter of recommendation because it feels more personalized and tailored to the employee. If you're having trouble coming up with a good way to begin, you can always refer to the samples provided in this article.

- Make sure to include examples of the employee's accomplishments in academics, work ethics, and leadership.

- Concentrate on the employee. Avoid devoting time to topics that are deemed unnecessary.

**Conclusion**

Recommendation letters for scholarship are often asked by the employees when they want to apply for any scholarship program or universities for educational growth. If you are looking for a Scholarship Recommendation Letter format, or any other ready-to-use customized **HR Letter**, UBS **HRMS Software India** can help you.  
  
We offer you an **HR Toolkit** that has all the well-written, customized letters that may be required throughout your employee’s work journey. UBS Toolkit includes **HR letters**, HR Forms, Policies, and Job Descriptions. Get in touch to have access to the well-written and formatted HR Documents in one platform.

**Meta Description -** Scholarship Recommendation Letters help employees avail a position in reputed universities or scholarship programs. Download these customized HR letters from UBS HR Toolkit for free.

**Format 1**

| From,  [Your Name]  [Your Designation]  [Company Name]  [Address]  [Date]  To,  [Recipient’s Name]  [Designation]  [Address]  Subject: Reference Letter for a Scholarship Applicant.  Dear Mr. [Recipient’s Name],  With great Pleasure, I recommend [Applicant’s Name] for the [Scholarship Program Name]. I have supervised him/her for [number of years or months] while he/she worked as a [job title] at [company name].  [Applicant’s Name] is one of the most [describe two three positive qualities of the applicant both personal and professional].  As a hardworking individual, he/she has always come out on top. For the last [X years/months], he/she has consecutively won the [mention the achievements]. To sum it up, I believe that he/she is a deserving candidate for the [Scholarship Program’s Name]. He/She will always lighten the world with her charm and vicinity wherever he/she goes.  Please feel free to contact me on [phone number/email] if you need any further information regarding [Applicant’s Name].  Thanking You,  Yours Sincerely  [Your Name] |
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**Format 2**

| **Company’s Letterhead**  Date  To whom it may concern,  I am writing to urge you to grant the [Scholarship Name] to [Applicant’s Name]. He/She has worked for me at [Company Name] for the past [number of years/months], and has proven himself/herself to be amazingly driven and dedicated to the company.  He/She possesses [mention a set of qualities, achievement and examples to support those qualities.]  His/Her work ethic is unmatched. Thinking of the care and attention he/she gives her job, I can only imagine how his/her commitment and positive attitude will serve him/her in the upcoming journey.  I am 100 percent confident that [Applicant Name] will be an excellent asset to the company/college. Your scholarship is tailor-made for an individual like him/her.  Sincerely,  [Your Name]  [Designation]  [Company Name] |
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**Format 3**

| To: name@email.com  From: name@email.com  SUBJECT: Reference Letter for a Scholarship Applicant.  Dear Mr./Ms/Mrs.\_\_\_\_\_\_(Name of the recipient)  It is my great pleasure to recommend [Applicant’s Name] for the [ABC Scholarship Program]. I have supervised [Applicant’s Name] for [number of years] while he/she worked as a [job title] at [company name].  He/She is one of the most hardworking people I have ever known. [Mention a few qualities and achievements to support those qualities.]  As a hardworking individual, [Applicant Name] has always come out on top. For the last [X] years, he/she has consecutively won [mention awards, if any]. To sum it up, I believe that he/she is a deserving candidate for the [Scholarship Program Name]. He/She will always lighten the world [mention additional qualities].  Please feel free to contact me on [phone number] if you need any further information regarding [Applicant’s Name].  Thanking You,  Yours Sincerely  (Name of the sender)  (Name of the company). |
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