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**Structure of a Recommendation Letter for a Doctoral Program Applicant**

The recommendation letter must be composed on the official letterhead of the organization and should include the following sections:

1. **Header:**
	* Full name of the organization
	* Contact details of the organization (address, phone number, email)
	* Date of issuance
2. **To:**
	* Full name of the university
	* Full name of the responsible person (position)
3. **About the Candidate:**
	* Full name of the employee being recommended for admission to the doctoral program
	* The position held by the employee in the organization
	* The employee’s work experience in the organization
4. **Main Body:**
	* **Job Profile of the Employee:** Provide a detailed description of the employee's duties, achievements, and contribution to the organization.
	* **Employee's Responsibility:** Characterize the employee's level of responsibility, ability to work independently, make decisions, and solve tasks.
	* **Organization’s Willingness to Cooperate:** State that the organization is willing to sign the "Agreement on Providing Educational Services for Doctoral Preparation under the Industrial State Educational Grant" by January 10, 2025. Emphasize that the organization will assist in organizing and conducting an internship at the company and will also help the doctoral candidate in finding employment upon completion of their studies.
5. **Conclusion:**
	* Express confidence that the recommended employee possesses all the necessary qualities for successful doctoral studies.
	* Confirm the organization's readiness to provide comprehensive support to the employee throughout the study period.
	* Signature of the organization’s head, their position, and signature full name.

**Important:**

* The recommendation letter should be written clearly and concisely, containing only accurate information.
* The letter should emphasize that the organization is interested in the professional development of its employees and is willing to invest in their education.
* The letter must be composed on the organization’s official letterhead and signed by an authorized representative.

**Additional Recommendations:**

* If necessary, specific examples illustrating the employee's professional achievements can be included in the letter.
* If the employee has publications, patents, or other scientific accomplishments, these can also be mentioned in the letter.

**Please note:**

* This structure is a template and can be adapted to suit the specific situation.
* It is recommended to consult with the HR department or the legal team of the organization to clarify details of the letter's format.

**Wishing you successful admission to the doctoral program!**