

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the Post-Graduation Work Permit (PGWP) in Canada. As [his/her/their] [Your Relationship, e.g., professor/advisor/supervisor] during [his/her/their] studies in [Program/Field of Study] at [Institution Name], I have had the pleasure of witnessing [his/her/their] growth and dedication firsthand. Throughout [his/her/their] time in the program, [Student's Name] has demonstrated exceptional [skills/qualities, e.g., analytical abilities, leadership skills, work ethic]. [He/She/They] consistently [describe specific achievements or contributions, e.g., contributed to research projects, engaged in community service, excelled in coursework]. [Student's Name] has not only excelled academically but also has showcased [his/her/their] ability to work collaboratively and communicate effectively with peers and faculty alike. [He/She/They] is a motivated and resourceful individual, capable of adapting to new challenges and environments--qualities that will serve [him/her/them] well in the workforce.

I am confident that [Student's Name]'s experiences and skills will make [him/her/them] a valuable asset to any organization [he/she/they] chooses to work for. I fully support [his/her/their] application for the PGWP and believe [he/she/they] will positively contribute to the Canadian labor market.

Please feel free to contact me if you need any further information or clarification regarding [Student's Name]'s qualifications and character.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Institution/Organization]