

To: Ishaq Shafiq
From: Faizan Pervaz
Subject: Recommendation of Supervisor
Date: October 10,2022

After the death of our current supervisor, Supervisor's position is empty. Someone must take this position immediately otherwise, our ongoing projects would get affected. As my recommendation has been inquired. I am pleasingly delighted to recommend Mr. Junaid Ameen for our organization's Supervisor position.

Junaid Ameen has worked as a developer in the coding department. He consistently impressed Acme with his out of the box solutions during his time. His creative problem skills helped Acme to create a product that will translate the customer's vision into reality. Junaid was a valuable member, and he was always willing to push himself.

Later, he joined Workplace Safety and Health (WSH) as a software engineer. From my resources, He played an important role there as well. His abilities were exceptional as in charge of employee wellness and relations. His dedication and reputation helped the organization attract many large new clients. His interpersonal and communication skills have enabled him to establish fruitful working relationships with our clients and employees as well.

Although Junaid's educational background is not strong like Kaleem Kamal and Shabana Shareef, but I am confident that we can still consider him for a promotion based on his experience and contributions to the organization acknowledging, Junaid has worked for Acme for 12 years, including his time in Quality Control. He has a long history of working with the company and its employees whereas Kaleem Kamal is a relatively new employee with only two years of experience.

Junaid is well liked by all colleagues and considers himself a team player. Junaid is a more experienced leader, who has shown that he can work with others effectively and be an effective communicator of the department's concerns. His extensive knowledge of management and modern management techniques makes him a strong candidate for the position of supervisor. He has shown an excellent ability to work well with others in the past, and I believe that he would continue to be an excellent supervisor unlike Shabana Shareef having arrogant evaluations from colleagues.

In the end, we need a person who meets our criteria and expectations. So, Junaid Ameen is the best candidate for promotion. He is familiar with modern management techniques and concerns, such as teamwork, global economics, crisis management, and the management of hazardous materials. I am sure that his exceptional skills will be able to justify his candidacy in his area of expertise too. His extensive experience working with WSH and other departments at Acme will help him better understand the needs of other departments and develop a better understanding of how they operate. Junaid's extensive experience of working makes him a strong candidate for promotion to supervisor then Kaleem Kamal and Junaid's practices with other employees are fascinating unlike Shabana Shareef.

In my opinion, some factors weigh against Junaid being promoted to supervisor like weak educational background. However, I will admit that his work ethic is impressive, and he seems to be very interested in learning more about managing people from a different perspective than his current position allows him access to do so effectively. So, Junaid Ameen's extensive experience makes him the best candidate for promotion. Please let me know if you need additional information about him.