

SAMPLE LETTER OF RECOMMENDATION - 3

Company Letter Head

Date:

It gives me great pleasure to recommend _____ to your institution for Postgraduate studies in Management. I have known _____, who was employed in our organization as 'Articled Trainee' from August, 2012 to August, 2013, in my capacity as proprietor of _____.

My observations are reflections of his interactions with me and his colleagues in my organization. His meticulousness and efficiency were evident from accurate and timely completion of his assignments. He possesses good analytical and imaginative skills. His planning and execution of duties, was of high standards.

He has demonstrated excellent leadership qualities and has strong ability to influence a group. Given an issue, he is able to logically analyze the problem and convince people of the feasible solution. He was often selected as team leader for conducting various audit assignments. He has also demonstrated strong team spirit, while working as a team member during special assignments like preparations of manuals and internal audits. He has ability to view learning as a continuous process and is able to accept feedback and learn from it. His sincerity and enthusiasm make him agreeable to work with him.

He possesses excellent oral and written communication skills, evident during discussions and presentations. The qualities that distinguished _____ from his colleagues were determination to accomplish the assigned job, ability to cope up with difficult situations with patience, to take charge and motivate group even in demanding situations.

I find _____ to be an extremely promising young man of tremendous ambition with necessary skills and aptitude to succeed. I strongly recommend him for the Post Graduate program in Management at your institution.

I wish him all the best in his career and future life.
Sincerely

Signature

Name

Designation