

LETTER OF RECOMMENDATION

Date: 04.02.2021

TO WHOM IT MAY CONCERN

I, with great enthusiasm and delight, pen down this letter of recommendation for Mr. XYZ whom I have known in my capacity as the Manager, ABC Industries Limited. I confirm that he is employed in ABC Industries Limited from August 2015 to May 2021 and know him as my sub ordinate since he started his journey in Procurement and Contract Department since July, 2018.

It is my thorough observation that XYZ is a congenial person who has indeed demonstrated the growth of mind-set through his hard work and perseverance. therefore, I interacted with him frequently. His positive response to constructive feedback reflects his ability to improve and continuously learn from any errors he commits. His questions reflect his inquisitiveness and also that he keeps himself updated with the latest developments in supply chain field. What impresses me the most about him is his innate ability to dig deep and bring creative ideas to the office. Through his positive abilities, he has the art of working on challenges and risks with immense ease and agility.

I have a strong belief in his ability to acquire new skills and improve through practice. He is a talented, dedicated and caring individual who has focused on his pursuits. is participation in several presentations and events highlighted his strong interpersonal and management skills. Apart from professional brilliance, he has an excellent moral character and is well behaved. His logical and analytical thought process was evident in his performance and I also have found him to be extremely detail-oriented and an attentive listener.

I am of the view that he will be a worthy student at your esteemed university, which will be the ideal place for him to improve upon his existing skills by pursuing a Master's program.

Mr. XYZ

Manager,

Procurement and Contract Department

ABC Industries Limited

Email Id: