



Letter Of Recommendation

This is to recommend Mr. Saurabh Kumar who is seeking admissions for a Master's program at your esteemed University. I have been his reporting manager at ABC Company since he was hired in (Mention month and year). In all this time that I have interacted with him, he caught my attention as an assiduous team member and though this was his first job, he had always demonstrated sound professional instincts and work ethics.

He adapted to the work culture with ease, showed curiosity towards the systems and processes being followed in the organization, and diligently adhered to the instructions given to him. Owing to his quality to mold as per the situation, he remains calm even amidst tough situations and consequently has been successful in keeping any stress whatsoever at bay. Given his flexible attitude, it is inevitable that he likes participating in group activities and seemed to enjoy good company in a team environment. While working on team tasks, he communicates effectively within the group, endorses team spirit, and encourages everybody to operate as a unit. Furthermore, with his performance, he soon became a resourceful member of the team and in a relatively short period emerged as a reliable team member who can be entrusted with crucial assignments.

Under my supervision, he has worked on multiple projects and a few of the notable projects that I mentored him on were an off-road project for Polaris, an EV project for JMC and a fuel cell project for Qingling. His major tasks in these projects included developing monitoring software, building gear level monitoring concepts end-to-end, and he also was involved in testing and debugging. Although his responsibilities varied, his willingness to update his existing knowledge was common in all of the projects and which I feel in a way also made him stand out from others. Throughout his stint, he impressed me with his knack for constant improvisation, however, the highlights of his performance were his openness to learning if needed, and he grasped the concepts quickly. In addition to his professional commitments, he was associated with team building activities and employee engagement events, especially around sports.

In my opinion and from the extent that I have observed his competence, I would highly recommend him to (mention program name) and am sure that he would prove to be a true asset.

Kamal Thakur
Architect
ABC Company