



Sample LOR for Professional Work

Letter Of Recommendation

To whomsoever it may concern,

It is with immense pride and pleasure that I find myself writing this letter to endorse the profile of Mr. Vikrant Agarwal, a former employee of our organization. Vikrant was absorbed in the capacity of a Senior Executive in 2017, and as his Reporting Manager, I had ample opportunity to assess his professional dexterity and intellectual fitness throughout his tenure at the organization. During his two-year stint at ABC Company, he demonstrated a strong penchant to excel and a fervent attitude, which set him apart from his peers. I sincerely hope that my assessment of him will provide you with plenteous insights to gauge his potential as an ideal entrant to your prestigious institution.

My association with Vikrant was a fruitful one, wherein I had the prospect to observe him on a personal and professional level. Considering his past professional experience and skill bracket, I decided to place him as an HR Business Partner for emerging markets. I must say, Vikrant showed utter sincerity and dedication towards his position of responsibility as he performed a plethora of tasks. Vikrant worked on implementing a new HR Tech platform across various geographies and was successful in upgrading the HR landscape for Japan and the Philippines. I was impressed with the way he plugged the gaps in the process and strived towards making the experience better for expats. He also worked on redesigning the employee reward system by benchmarking it against the global standards. These undertakings reflected his ability to take initiative and his sense of responsibility towards the tasks being assigned to him. These experiences honed his personality to a considerable extent, while also adding flair to his communication abilities.

Another project that Vikrant initiated at the organization was the Buddy program. The program was directed towards the assimilation of new joiners into the company. Vikrant spearheaded the entire program and ensured that each junior was assigned one person/buddy. As I closely monitored his progress, I saw him building on strong leadership and management skills, which added considerable value to the project. Moreover, Vikrant also undertook workforce utilization and manpower planning under my guidance, wherein he showed his active involvement and contributed significantly towards its successful completion. In addition to fulfilling his responsibilities by employing the best of efforts, Vikrant never shied away from engaging in various other aspects of managing the human resources at the organization. He coordinated with his fellow HR Associates and worked on HR process transformation, GTPW Survey, and various other HR projects throughout the year. He also administered the employee life cycle while leading human capital planning and formulating the manpower budget. In short, he left no opportunity unattended and gave his best to turn it into an accomplishment.

All in all, Vikrant is an individual who won't settle for less. Given his competence and penchant to excel,



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I am certain that he will channel his abilities in the best possible manner and will emerge victoriously. I hereby extend my support in favor of his application and wish him all the very best for his future endeavors. If you have any queries pertaining to his application, please do not hesitate to get in touch with me.

Sincerely,
Kamal Thakur
Senior General Manager (Human Resources)
ABC Company

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