



Sample LOR for Professional Work

Letter Of Recommendation

I am pleased to write this letter to endorse Mr. Abhijeet Sharma whom I have known since (year) in my position of Director at ABC Company. As part of the recruited panel, I have observed his impressive performance in the interview wherein he displayed his strong domain knowledge and consequently was selected for the role of Legal Trainee.

Initially he was responsible for defining company policies, contract management, document review and management of arbitration matters and from the onset of his stint adapted well to the work culture and demonstrated professional instincts and work ethics. In his tenure he has consistently met all the expectations, in fact at times exceeded them as well and due to his impeccable performance was promoted to the position of Legal Associate and Compliance Officer in relatively shorter period of time. Apart from his core responsibilities he also participates in client meetings and does not mind rendering advice to other departments on policy matters. As the leader, he is fully involved in all the aspects of project planning, delegates the work accurately and at the same time diligently tracks his mentees' performance. While he remains very particular about timely completion of the assigned tasks, I particularly admire him taking initiatives and pitching in with additional tasks despite being the team leader, a quality which speaks volume about him being an inspirational leader.

He can communicate effectively with ease, is vocal about his opinions and has an innate quality of developing strong professional relationships. Further with his willingness to share his knowledge and help others he is the go to person for his colleagues and is put in high regards by both his juniors and seniors alike. His integration of relevant logics in making his analysis, along with his ability to consolidate them into a single argument is incredible and was evident in one of the cases he represented for the company which involved implications of laws governed by TRAI. Leveraging his research skills optimally, he came up with finer points which were crucial in deciding the verdict in our favor and by winning it for the organization, he proved himself as a valuable team member and reliable resource to rely upon. To conclude, he significantly stands out in regards to his analytical mindset, undying passion for learning and is just the ideal fit for any team intending to outperform the fierce competition prevailing in the corporate environment of present time.

I think this doctorate program perfectly matches up with his aspirations of exploring the field of (mention stream) as it will allow him to delve deeper into the advanced concepts and would add another dimension to his career. I therefore strongly recommend his application.

Rajesh Chopra
Director
ABC Company