



Sample LOR for Professional Work

Letter Of Recommendation

I am pleased to write this letter recommending Ms. Kavita Banerjee. She is acquainted with me in my capacity as the Plant Director at ABC Company, where she is working since September 2017. Based on my observation, the impression that I formed of her is that of an assiduous and inquisitive individual who is eager to expand her knowledge base.

She always looks to improve upon her skills, never mind exploring new concepts, and keeps abreast with the latest developments in the field of her interest. Her enthusiasm for learning is very well complemented by her being dedicated as she is open to investing time in getting a correct understanding of the concepts. On a personal level, she strives to enhance the overall team performance and at the same time is adept at identifying issues that may occur in the future. Proactively taking timely measures, she is always prepared to face unforeseen challenges, and her ability to overcome obstacles, I believe stems out from her passion for learning. The technical expertise that she has developed over the years further gives her a definite edge over others and in a way contributes to her being so confident in resolving any problem irrespective of the magnitude of complexity involved.

Under my supervision, she has worked on multiple projects, including a project related to developing a waste heat recovery system at ABC Company, XYZ Madhya Pradesh. In this project aiming to reduce carbon dioxide emissions, she was good at understanding the assigned task, showed maturity in her conduct, and successfully gauged the exact requirements. From the onset of the project, she was involved in all the aspects and executed varied tasks such as developing electrical work procedures & method statements, rigging plans, construction methodology, static equipment installation methods, and supervision of field operation. As a responsible E&I team member, she was meticulous in all the tasks from conceptualization to execution and contributed in project planning. Overall, having witnessed her performance, I was able to assess that she is capable of working within a team; however, she did not disappoint me either in situations wherein she was asked to execute her duties independently, with minimum guidance.

Being a versatile personality, she is involved in various employee engagement activities and through association with ABC trust, regularly participates in socially relevant causes. I think this coursework will assist her in gaining advance domain knowledge and take her closer to her dream of achieving a rewarding career in the field of Electrical Engineering. Hence, I affirm my recommendation for her admission into a master's program in the same domain at your university.

Vikramaditya Iyer
Plant Director
ABC Company