



## Sample LOR for Professional Work

### **Letter Of Recommendation**

I am pleased to write this letter of recommendation for Mr. Vikas Patel whom I have known since (mention year) in my position as the Scientist at ABC Company. Based on our professional interactions, I can attest that he is an assiduous individual with multitasking abilities and an innovative approach to problem-solving.

He is inquisitive, exceedingly particular about knowing the latest advancements, and his quest for gaining knowledge is aptly matched by his knack for remaining well organized at all times. His methodical approach to assigned tasks is an extension of his strong organizational skills and perfectly complements his positive intent of streamlining the work processes. He is a highly motivated person, participates actively in all his projects and yet conducts himself responsibly. The devotion which he has exhibited towards his work is remarkable and through his disciplined regime has managed to achieve holistic growth. Furthermore, with his accurate assessment of requirements and ability to meet expectations professionally, he can be entrusted with crucial tasks and has proved himself as a resourceful member of my team.

At the time of joining the organization, he was initially aligned to training programs wherein he was given the overview of the projects he would be part of and imparted knowledge on the standard operating procedures followed in the lab. Being an avid learner, he was quick in grasping new concepts and subsequently was inducted into his current team. Under my supervision, he has worked on multiple defense projects and primarily is responsible for research and development tasks. He adapted to the work culture with ease, showed curiosity towards the systems in place and, diligently adhered to the guidelines given to him. His lab work was comprehensive, strived to execute assigned tasks meticulously, and aimed to derive desired output. As a team member, he endorsed team spirit, looked to perform selflessly for the team cause, and was receptive to feedback shared with him. Particularly notable was how he does not mind asking for advice from his peers or incorporating their suggestions and even looks to learn from his mistakes.

Additionally, he never failed to volunteer for any assignment outside his defined role and was part of activities such as assembly of components, inspection of components and assemblies, associated with the project, and testing. Concurrently working on these activities, he was extensively energetic and contributed to all of them without impacting any of his commitments.

In my opinion, Vikas has the requisite skills needed for this course and it will further assist him in acquiring deep know-how of the subjects he is interested in. I, therefore, endorse his application.

Rajan Bhatia  
Scientist  
ABC Comapny