



## Sample LOR for Professional Work

### Letter Of Recommendation

I am delighted to support Mr. Dhruv Saxena's application for further studies at (university name) and in this context writing this letter of recommendation for him. I have known him since (Month and Year, e.g. April 2018) when he joined the organization as a fresher. Having assessed him as a Manager, I can attest him to be a curious person with a tremendous passion for technology, especially novel disruptions impacting the industries across the world.

He is very serious about his work, aims to manage time efficiently, and leveraging his strong excellent organizational skills always completes all his assigned tasks timely, within the deadline. While he is committed to performing his task with precision, he is extremely particular about communicating effectively and makes it a point to gauge the expectations accurately. Often being interactive during discussions, he contributed with his analytical thought process and innovative ideas and consequently was able to develop a reputation as a reliable resource for complex issues.

On a personal level, he is approachable, firmly believes in fostering strong workplace relationships, and can keep them cordial too, as he is respectful of others' opinions and open to feedback. Even after shifting to different organizations, he is still in touch with me and consults me on career-related decisions. Furthermore, he possesses leadership potential and his leadership style focuses on team building and guiding his team with the required knowledge to achieve success.

In our association of two and a half years at XYZ Company, he completed multiple projects under my supervision and also partially supported the Management Information System for data management work. From the onset of his stint, I noticed him capable of working with minimum guidance and he did not disappoint me either when he was required to perform in a team. As a team member, he endorsed team spirit within the group, coordinated well with his colleagues, and was focused on contributing to the team's cause. Needless to say, due to his flexible approach and dedicated efforts, he was among the top performers of my team and was duly recognized by the "Highflyers Award".

I think a Master's program from a prestigious University is exactly what Dhruv needs to realize his ambitions. In my opinion, he nurtures the capabilities and the skill-set, which is a pre-requisite for this course, and this coursework will further add another dimension to his professional career. Hence, I strongly support his decision and recommend him highly.

Kunal Desai  
Senior Technical Leader  
ABC Company