



Sample LOR for Professional Work

Letter Of Recommendation

I am delighted to know that Ms. Mansi Verma has decided to pursue further studies and it makes me extremely proud to write this recommendation letter in her support. She has been acquainted with me since (mention year) in my capacity as National Sales Head. Throughout my association with her, I found her highly motivated and was impressed with her ability to adapt quickly.

She is excellent at stakeholder management, can confidently interact with a diverse set of clients, and communicates effectively. Her approach to initiating any project includes understanding the requirement precisely and in project meetings she looks to both listening to varied opinions as well as expressing her viewpoint clearly. Due to her composed and empathetic conduct, she is held in high regard by her colleagues and subordinates alike and usually acts as the peacemaker whenever the team is faced with any conflict or difference of opinion professionally. Furthermore, she has the potential to be an inspirational leader, has displayed qualities needed to handle a team in adverse circumstances, and I especially liked her ability to overcome obstacles without giving in to the pressure.

In her current role, she is primarily involved in sharing initial briefings with the local vendors, providing samples, contract management, and price negotiation. Additionally, she looks into product launches for big companies, promotes local products and vendors, and maintains data on backup vendors. As the Product Consultant, she is responsible for developing Distribution Channel Strategy too, and while formulating the strategies meticulously works on all the aspects ranging from defining trade terms with distributors to appointing sales team based on coverage area and overseeing multiple schemes related to product development. A firm believer in teamwork, she shows the intent to support her team members despite her hectic involvement in various professional commitments and has been integral to all the projects she has undertaken. Given the favorable results she has delivered whenever entrusted with crucial tasks and witnessing her assisting others in achieving their professional goals, I think she is a valuable member of my team and rightly deserves the promotions she has been awarded.

I feel this program will give Mansi exposure to best global practices and practices, and prepare her to develop a strong profile in the field of her interest. Being in an international setting, she will gain insight on the practical application of learned principles, broaden her professional network and I have no doubt that she would be successful in building an enriching career for herself. Hence, I affirm my recommendations for her.

Amar Singh Rathore
National Sales Head
ABC Company