

Frank Lau

123 Business Rd., Business City, NY 54321 - 555-555.555 - frank.lau@email.com

September 1, 2018

Bernadette Lee
Director
Acme Accounting
321 Business Ave.
Business City, 54321

Dear Bernadette,

I have known John Smith for the past year while he has worked as an Accounting Assistant in the Company Accounting Office. I have been consistently impressed by both John's attitude towards his work and his performance on the job.

His interpersonal and communication skills have allowed him to develop productive working relationships with both our clients and our staff. John has the listening and interviewing skills necessary to extract information from our clientele while performing financial assessments.

John possesses solid writing skills which have enabled him to compose quality correspondence. He also has the analytical skills to diagnose problems and devise viable solutions. His ability to remain unflustered during frenzied periods like tax season proves his ability to work well under pressure.

I recommend him for employment without reservation. Please let me know if you need further information.

Frank Lau
Manager
Acme Accounting

Sample Letter Of Recommendation For Manager

Hussin A.Rothana



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Smart Talent Management Vlad Vaiman, Charles Vance, 2010-01-01 the editors have done a good job of bringing together a series of contributions which provide a useful and welcome expansion of the theoretical foundations of talent management through a knowledge management lens David Collings Personnel Review This book takes a fresh look at human talent in organizations focusing on employees at all levels who represent key agents of knowledge management in acquiring transferring and applying important knowledge for competitive advantage The overarching aim of the book is to identify define and explore the implementation of talent management strategies aimed at facilitating effective knowledge management in an organization The contributors provide a valuable fusion of two important areas of emphasis for current research and practice in human resource management talent management and knowledge

management They illustrate the immense significance of the latter to competitive advantage and organizational success in our rapidly changing global knowledge based economy The generation and acquisition of ideas and knowledge their internal transfer and application throughout the organization and the cross border transfer of knowledge all through the effective management of human talent have become integral to contemporary management The contributors examine planning and staffing training coaching performance management and organizational learning and development Academics human resource management practitioners and management consultants will find this volume valuable

A Handbook for Letter Writing SC Gupta,2018-04-20 A Handbook for Letter Writing is a comprehensive exhaustive book which has been designed to help in learning the art and techniques of writing letters The words and language that are being used while writing a letter not only shows our knowledge but also reflects our personality The present book on letter writing has been divided into five chapters namely An Introduction of Letter Writing Informal Letters Formal Letters Reference Recommendation Letters and Email This book contains various types of letters Personal Business Letters Applications Official Letters Application Writing Apology Condolence etc The book also contains the E mailing Report Writing and Press Release sections A simple and easy language with the latest pattern has been used in this book This book will also help you in developing the research and writing skills

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Letters provides readers with over 370 customizable model letters divided into categories reflecting various aspects of business including Sales marketing and public relations Customer service Human resources Credit and collection Letters to vendors and suppliers Confirmations requests and replies Permissions And many more In addition the book provides readers with a refresher course in the letter writing basics and helpful appendices listing common mistakes in grammar word usage and punctuation Comprehensive and now extensively updated this invaluable resource provides professionals with an adaptable template for every conceivable business correspondence need *Writing and Speaking in the Technology Professions* David F. Beer,2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer s Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer s classic *Writing and Speaking in the Technology Professions* an invaluable guide to successful communication *Effective Business and Workplace Communication* Chandrabhaga Desai,2025-01-03 *Effective Business and Workplace Communication* is your essential guide to developing crucial skills for business and communication This book covers everything you need to know about entering the workforce and interacting effectively within professional environments We explore fundamental communication principles for job seekers and business professionals focusing on building healthy communication effective interviewing relational communication mediated communication and presentation skills You ll learn how to create an impactful resume negotiate with interviewers understand diverse workplaces develop leadership qualities and deliver effective presentations Our book also addresses maintaining a balance between work life and personal activities teaching laws and guidelines governing workplace interactions We highlight the importance of professionalism handling workplace romance addressing sexual harassment and fostering a supportive team environment We guide you on excelling at work managing time effectively and maintaining excellent performance You ll also gain insights into various communication systems media types and writing

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