

RECOMMENDATION LETTER

_____ [date]

Dear _____,

My name is _____. I am writing this letter of recommendation for _____, who has been a _____ of mine for the past _____ at _____. During this time, I have had the opportunity to observe _____ closely and have been thoroughly impressed with _____ abilities and achievements.

_____ has consistently demonstrated a strong work ethic and a high level of commitment to _____ academic/ professional pursuits. _____ is a quick learner and has a keen ability to adapt to new situations and challenges. _____ dedication to excellence is reflected in _____ consistently high academic/ work performance and _____ ability to go above and beyond what is expected.

Apart from _____ academic/ professional skills, _____ possesses excellent interpersonal skills and is able to work effectively in a team environment. _____ is a natural leader and is able to inspire and motivate others to work towards a common goal. _____ positive attitude and strong communication skills have also been instrumental in _____ ability to build strong relationships with colleagues and clients.

Overall, I strongly recommend _____ for your _____. _____ is an exceptional candidate who possesses all the necessary skills, qualities and potential to excel in _____ chosen field. If you have any further questions, please do not hesitate to contact me.

Sincerely,

Signature: _____
Name: _____
[Title]: _____
[Institution/ Company]: _____

Sample Of Recommendaion Report

Ying-Ying Zheng



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