

Recommendation Letter for XXX

Dear Review Committee at the Admissions Office:

I am delighted to write this recommendation letter for Mr. XXX's application to your esteemed institution. I have known him for over five years since he began work as XXX at XXX (Now XXX). It has been a great experience working with him. Although XXX was a junior employee when started he working for me, I didn't have any notion that he was new for he demonstrated strong adaptability to working in a different cultural area. He is also one of our best sales team members as proven by his dedication in all potential business opportunities and willingness to put in extra effort when seeking new possibilities. Furthermore, he travelled several times to other regions in XXX supporting our local distributors and individual clients. Some of them have eventually become our main partners as result of his hard work.

More specifically on his strong points, XXX is good at coordinating with other colleagues including researchers, technicians, and other professionals. He always knew how to effectively communicate and would quickly acknowledge main points from ideas presented by people from different backgrounds. If the communication involved specific domain knowledge that he's not familiar with, he would always be able to absorb and apply them to a reasonable level within a very short time.

Based on his previous performances, I have no doubt in my mind that XXX will be a very successful student at your fine institution. I could not be happier upon hearing of his ambition to pursue advanced studies. Thus, I give my full support and recommendation to him.

Yours Sincerely,

XXX

General Manager

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