**Letter of Recommendation**

*This letter aims at enabling the Admission officers to gain a clearer and favourable picture of your experience, achievements, contributions, and skills communicated by the recommender through the recommendation letter.*

Date

Subject: Letter of Recommendation

To whomsoever it may concern,

I am writing this letter on behalf of Mr/Mrs \_\_\_\_ for the \_\_\_ course in your academic institution. It is with great pleasure that I recommend \_\_\_\_ to your institution.

\_\_\_\_ has been a vital part of the organisation for \_\_ months and has shown tremendous growth in \_\_\_\_\_\_\_ skills. He/ she takes full responsibility of the tasks assigned and has never failed to deliver quality work before the deadline. Adapting to situations, finding solutions, making logical decisions and consistently performing well are just a few of the skills that highlight her/his work ethic and makes her/him growth both, professionally and personally.

I am confident that your institution **\_\_ will be equally impressed by Mr/Mrs \_ ‘s capabilities. If you have any more questions or require any specific information please feel free to contact me at \_**.

Warm Regards,

Name and address of company