

LOR SAMPLE FOR PROFESSIONALS

To,
The admission committee
(Institution Name)

With my enormous pleasure, I am writing this letter of recommendation for (Applicant's Name). He/she has been working for us for the last 3 years & we have worked on various projects together. Currently, I am working at (Organization Name) as Content Head. (Applicants name) was content writer associate & was promoted within 8 months to a senior position.

(Organization Name) is a digital health app for women. It is one of the top leading companies in the sector & has been growing ever since its inception.

(Applicants Name) joined as a fresher & had the zeal to learn something new every day. After the training of two weeks, she/he was able to work with bare minimum supervision on her/his tasks. Being a part of fast pace environment, she/he never lacked in meeting deadlines. She/he exhibits helpful nature & became a valuable member of our team within months.

She/he put in all the hardworking effort & was so focused to achieve more, she/he was promoted to senior-level soon after her/his joining. She/he is focused on work often ends up more than the required working hours.

(Applicant's name) suggestions are always appreciated & her creativity was never restricted just to content, she/he suggested changes & worked in the social media team as well for few weeks.

It is my pleasure to recommend (Applicant's name) for the course (Course name) in your prominent university. She/he will be a great inclusion. With her skills & determination, she/he has proved herself to be a part of your university. In case of any query please don't hesitate to reach out to me.

Sincerely,
(Name)
(Designation)
(School Name)
(Contact no. & email)