

ON COMPANY LETTERHEAD

AUGUST 10th 2004

To whom it May Concern:

Rajesh worked for me at Arch-Soft for 3 years, as a Programmer in the organization. I am glad to recommend him for graduate studies at your esteemed Institution.

Rajesh is a conscientious, highly skilled technical programmer, a deserving candidate for any Managerial position. Rajesh's in-depth knowledge, Communication skills, people skills have consistently received praises from the management and juniors. He has tremendous energy and is eager to actively participate in, as well as plan and organize various events at the company. He has a flair for creatively implementing ideas and has an unflagging enthusiasm for sharing what he has learned. The project name/ company name project, on which he worked for----- required implementation as well as training of Employees at company name.

In summary Rajesh was a gifted worker with strong work ethics and an extremely positive attitude who consistently impressed me with his abilities and character. He has a strong desire to excel, sets high standards for himself and achieves them consistently. I wish him all the best and strongly recommend him for admission in your University with full financial Aid.

SINCERELY,

(Name of the person)