

Recommendation Letter – Sample

Zurich, 11/01/2011

To whom it may concern,

Mr. XXXX has worked at Company X. as a Regional Director for Western Switzerland and Tessin since 07/07/2008.

In this capacity, Mr. XXXX has been charged with the following duties:

- Setting goals and defining strategies for the Sales Department
- Developing and operating several teams on 5 sites
- Budget and performance management
- Developing clients portfolios and investigating new market opportunities
- Managing projects dedicated to the improvement of work processes

The nature of his work allowed him to acquire **technical skills** such as the setting-up of strategic priorities for business development, controlling of qualitative and quantitative indicators, managing the portfolios of his clients on a regional basis, or even projects management (teams of 5 to 10 people). On the other hand, his position as a regional manager led to the development of his **human skills** such as leadership and motivation of his 110 direct and indirect employees, negotiating contracts or the negotiation of budgets with the management.

Throughout his activity in our company, Mr. XXXX has demonstrated great motivation. His openness and availability have allowed him to maintain excellent relations with his team and colleagues as well as with his clients of the region where he works, he also showed a great talent in developing relational networks. I have also personally witnessed on several occasions his desire to maintain relationships with his customers, focusing on satisfying them rather than just achieving short-term financial results.

Mr. XXXX will leave us on the 1st of February due to the restructuring and centralizing of the Swiss section of our organization to Zurich. I want to emphasize the great pleasure that I had working with him over the past three years, Mr. XXXX having proved to possess a very pleasant and diligent personality.

Sincerely,

Mr. YYYY
CEO, Company X.