Letter of Recommendation for Co-Worker

December 5, 2015

To Whom It May Concern

I am extremely pleased to write this letter of recommendation for David Bentley. David and I worked collaboratively at Humphrey Delta for nine years and I found him a conscientious and very hardworking professional.

One of the main reasons that David and I have been successful co-workers on almost every project that the company has been entrusted with is his ability to delve into details. In his role as a marketing manager at Humphrey Delta, he came across many challenges; his reason for success in meeting all these challenges head-on is his ability to chart out his limitations. He is never shy of asking for help and takes constructive criticism quite well.

During the years that I have worked with David, I have had the opportunity to observe his interpersonal style – he is a pleasant individual who believes in positive motivation and his staff is never dissatisfied under his supervision. I would describe him as a dedicated and enthusiastic individual who has a great penchant for meeting deadlines. David is an accomplished multitasker who has ensured the efficacy of many projects.

I fully recommend David for a position of marketing director with your company as I am positive of his ability to undertake even the most complex of work. Please feel free to call me at (000) 666-6666 if you would like me to further elaborate on David’s abilities.

Regards,

Lionel Rich
(Procurement Manager)
Humphrey Delta