

نموذج لخطاب التوصية - الرجاء الإتصال بنا للحصول على خطابك الآن

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بنك البلاد
BANK ALBILAD



Re: Recommendation Letter for Ahmad Alharbi PhD Application

Dear Sir/Madam,

Ahmad has kindly asked me to draft a reference letter for his application to a PhD Degree at your university. It is my pleasure to write this letter about his work and hope it can be useful for his candidacy. I have known Ahmad from his financial assistant role at the Bank AlBilad branch which I was managing. His duties included managing daily activities of client accounts, as well as promoting the bank's services and products to new and existing clients.

From his first days at our branch, it was not at all hard to notice his desire and work ethics. He had passion for completing his duties and didn't hesitate to stay overtime hours to complete the job. His work discipline was exceptional as he was attentive to details, quick learner and a great multitasker. He quickly managed to learn all tasks from the training period. Also, his strong communication skills helped him maintain strong working relationship with colleagues, as well as excel in marketing products to clients.

I, therefore, humbly recommend Mr. Ahmad Alharbi for his PhD application with full confidence in his competence and ability to succeed. Please do not hesitate to contact me for further inquiries.

Regards,

Mohammed Alghamdi

Bank AlBilad, Branch Manager