[Company letterhead]
[Company], [Address], Pune

[Date]

Letter of recommendation for Ms Ananya Rao

Ms Ananya Rao has worked in my testing team at [Company] since July 2024 as a Graduate Engineer. I lead the prototype testing group of seven engineers and have supervised her work directly throughout this time.

Her main task is to run endurance and performance tests on new pump designs and to write the reports our design engineers work from. Within six months she was running tests on her own. She noticed that each team kept test data in its own spreadsheet and proposed one shared sheet with fixed units and file names; three teams use it today, and it has saved us from repeating tests whose results we could not find.

She is careful with measurements, writes clearly, and raises problems early rather than late. Colleagues ask for her help with data analysis in Python, which she taught herself on the job.

I recommend her without reservation for [the M.Sc. programme / the position] and would welcome her back.

[Signature]
[Name], Head of Prototype Testing
[Company], Pune
[official email] · [phone]

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