**Financial Analyst Recommendation Letter**

January 7, 20XX

To Whom It May Concern:

It gives me great pleasure to write this letter of recommendation for John Smith. I have worked side-by-side with John for the last seven years in the finance department at 3M Corporation. For three years, John served as a financial analyst and was a direct report to me. John was later promoted to the Manager – Project Finances position, where we worked together as peers.

As a direct report, John was a successful, easy to manage associate, and he always gave that extra effort to meet deadlines. John demonstrated superior analytical capabilities and soon became an expert in the area of corporate finance. John demonstrated his leadership capabilities when a fellow manager became ill and he was asked to step into that role. John was permanently promoted after his team successfully developed a new quarterly closing process that reduced the number of days required to close the books from four days to two, saving the company over $500,000 annually.

As a member of the company’s Global Strategies and Finance Committee, John played a key role in leading a group of fifty associates through a process that would standardize practices across the enterprise.

While I’ll certainly miss the working relationship I had with John through the years, I’m confident he will be able to make an immediate as well as positive impact on your organization. If you have any questions or concerns about John’s capabilities, experience or credentials don’t hesitate to call me at the number below.

Sincerely,

Tom A. Workerbee

Manager – Project Finances, 3M Corporation

Office: 800-555-1212 Extension 1234