



To,

Whom it may concern

Date: 7 March, 2023

Subject: Training English Language

**Dear Pawan Asghar Talib**

I want to take the time to thank you for the fantastic job you have been doing for our company lately. We achieved the goals without a second of downtime, which sets an example for handling a project for maximum benefits.

You did an excellent job by training our team members on the new technology and improving their English language use on (4 to 6 February) for 3 days, which made huge differences. I am confident that they feel rewarded and recognized under your guidance.

You are indeed an inspiration to us and definitely play an essential role in the company. Keep it up, and thank you once again!

With deep appreciation for your efforts,

**Bayram Turkmen**  
HR department

