

Subject: Letter of Recommendation for Henry Meyerding

To Whom It May Concern:

Henry worked under my supervision as an instructional designer for several months in 2004. Henry joined our team at the end of April and immediately jumped in and contributed by developing a self-paced online training module. He provided a result that was extremely well received by the client and proactively identified other areas that could benefit from being modified. He came up with a new online template design that was far more efficient than the prior model. For most of Henry's assignments, he had to work with a plethora of Subject Matter Experts who didn't always agree on the content that should be incorporated in his output. Despite that, Henry resolutely proceeded and managed to accommodate the needs of a diverse group of clients.

Henry is very thorough and always kept me apprised of the status of his projects. Ever since Henry joined the team, he was acknowledged as an unofficial technical expert upon whom various teams in our training organization relied. He always took the time to provide feedback on technical questions, make recommendations about the best possible solutions, even and thoroughly document the pros and cons of the suggested approaches.

Henry has all the qualities that one could desire of an employee: initiative, dedication, integrity and reliability. He is always looking for new and improved ways to do things and offering solutions to our issues. I highly recommend him. If you would like to speak to me directly about Henry, please feel free to contact me.

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