

May 25, 2018

To Whom It May Concern:

It is my great pleasure to write this letter of recommendation for Yasir Thomas. As Mr. Thomas' immediate supervisor, I had the opportunity to view his professional development, and I can state with confidence that he is a motivated and responsible person with a high degree of integrity. I believe that he will be a very positive addition to your institution.

As a probation officer, Mr. Thomas had a considerable amount of responsibilities, which he handled effortlessly. His communication skills, dedication and attention to detail were all an integral part of performing his job effectively. Mr. Thomas' would always take the initiative to identify problems and devise solutions. His ability to inspire respect and cooperation from the probationers he supervised, enabled him to assist his probationers in successfully satisfying all terms of their probation. Mr. Thomas' intellect has shown that he is an individual well suited to effectively produce change within his probationers by seeking and instituting supportive services to assist with his clients overall rehabilitation. Mr. Thomas' talents were always evident in his performance. He displayed leadership skills, logical thinking abilities and consistently completed tasks assigned on time and without error. His written reports were accurate, detailed and thorough. His ability to multitask effectively and handle a high-volume workload was remarkable. Mr. Thomas', ability to work with minimal supervision and his unwavering commitment to exceeding departmental expectations was of a particular value in assisting the unit to meet departmental goals. I am confident that he will devote himself to a position within your organization with a high degree of diligence.

In summary, I found Mr. Thomas to be an outstanding probation officer, who stood out amongst his peers for his enthusiasm and eagerness to excel in his field. I therefore highly recommend Mr. Thomas for a position within your organization without reservation. I sincerely hope that you will give his application favorable consideration. If you need further information about Mr. Thomas, please do not hesitate to contact me.

Sincerely,  
Rhonda Dillard  
(856) 534-8078

