**LETTER OF RECOMMENDATION**

Office Symbol

MEMORANDUM FOR RECORD

SUBJECT: Command Recommendation for SFC Sample

1. SFC Sample is among the most selfless, hard working and performance oriented senior NCOs I have had the honor to work with. She displays a professional demeanor and is enthusiastic about being a member of the GAARNG.

2. As an AGR Soldier assigned to XX unit, SFC Sample has been an essential member of the team offering invaluable expertise and insight. While successfully performing as the OPS NCO for the unit, she also served in additional duties as the Group's Equal Opportunity Advisor (EOA) and Unit Prevention Leader (UPL) Manager. She has provided noteworthy contributions in reorganizing XX unit after the split. She also offers a vast knowledge in the finance and budget arena. SFC Sample demonstrated her exceptional work ethic in her professional career by outperforming her peers at the Senior Leadership Course (SLC) and making the Commandant's List; she has also displayed that same dedication in her personal life by obtaining her Bachelors degree in 2014.

3. SFC Sample is an exemplary NCO that goes out of her way to help, mentor and ensure the welfare of the Soldiers within her unit. Her upbeat personality and willingness to help leaves an unforgettable impression. Her intellect, versatility and experience will ensure success in future positions such as 1SG, BN OPS NCO or BDE OPS NCO. SFC Sample has unlimited potential to further contribute to the GAARNG; the organization will lose an asset if she is not retained.

4. Thank you for giving me the opportunity to submit this letter on behalf of a truly professional noncommissioned officer. If there are any questions in regards to this, please contact the undersigned at <>.