



บริษัท สยามโตโยต้าอุตสาหกรรม จำกัด
SIAM TOYOTA MANUFACTURING CO.,LTD.

Letter of Recommendation

March 3, 2017

To whom it may concern:

I would like to recommend Ms.Phailin Pongkaew as a candidate for a position with your organization.

In her position as Specialist, Ms. Phailin was employed in our company from March 2014 - February 2017 (3 Years). Ms. Phailin did an excellent jobs in this position and was an asset to our organization during her tenure with the company. She has excellent written and verbal communication skills, is extremely organized, a good team player, have ability to work independently and is able to follow through to ensure that the job gets done.

During her tenure with our company, Ms. Phailin was responsible for Risk Management, Confidentiality Information Management and Company Authorization Rules. Ms. Phailin effectively scheduled and managed several assistants to help our team achieve the result beyond expectations.

Ms. Phailin was always willing to offer her assistance and had an excellent rapport with the many constituents served by our company including customers, employers, and other professional organizations.

Her ability to effectively communicate with all these people via email, on the phone, and in person made her such an asset to our company.

She would add value to any company and I recommend her for any endeavor she chooses to pursue.

Yours Sincerely,

(Mr. Paichayon Khukhwamdee)

Department Manager of Strategic Management
Corporate Planning Division

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