

Recommendation memo

Linguistics, English



MEMORANDUM Cc: Work Place Culture of My Professional Field

The ultimate purpose of this memo is to notify you the work culture and practice that is drawn from an interview carried out some few weeks back with the leading banker working with one of the most reputable insurance company on the land, AIG, to be precise. The conclusions drawn from the interview invoke a lot of pleasure to any professional with the ambition of joining the industry since the motivation, take home salaries capacity building and employee needs are just but a few of the attractive things put in place that will interest any worker with the company. My recommendation is that if you have the interest of joining the company do not hesitate or shelve the ambitions but move forward and bolster your carrier on that line.

In line, the interview done, I saw it worthwhile to send you this memo and give the reasons as to why working in the insurance is a way to go. Firstly, basing on the interview done and the primary information I have the workplace culture of AIG is very promising for any person with an interest a long that field. The communication exuded by the interviewee was very good and that make a person doing the interview to fill important than the professional being interviewed. They are very humble and down on earth when handling clients. On top of that their work life is well balanced and from statistics given the turnover of employee is minimal (if any) meaning there is satisfaction in the work place.

The area of interest in particular for me is the risk analysis of the client and the assessment of damage to those clients who need reimbursement. From the interview, I came to realize that I have no reason to regret since that is an area where one needs communication skill to interrogate inconclusive

and informative way possible of which I know I am well able. The profession field I cannot help to stress is very promising.

Signature

Name

Reference

Silyn-Roberts, Heather. Professional Communications. Reston, Va: American Society of Civil Engineers, 2005. Print.