

SAMPLE LETTER OF RECOMMENDATION FOR MBA COURSES

The below sample letter of recommendation has been written by an employer for an employee who wants to pursue his MBA at one of the most widely known B-schools.

Sample 2:

Letter of recommendation written by the manager of a company for an employee who wishes to pursue an MBA at the Harvard Business School.

October 8, 2016
Colombo

Dear Admissions Team,

Greetings from Satva Infotech!

I am Ravi Wickeramasinghe - HR Manager - Satva Infotech, Colombo. I am using this letter to recommend one of my most hard-working employees – Carlos Perera a place on the MBA at Harvard Business School.

Carlos is a student of Sri Lanka's prestigious National Institute of Business Management. He completed his B.Sc. in Business Management with excellent academic scores and joined Satva Infotech three years ago. Carlos started as a management intern and has steadily progressed to work as recruitment specialist at Satva. He has been instrumental in recruiting IT and non-IT professionals for the company's branches in Colombo and Manila.

Carlos is a team player and extremely self-motivated person, always helping others and ensuring that the concerns raised by employees are addressed with care. An excellent motivational speaker, Carlos regularly conducts training sessions for employees on topics ranging from time-management, email-writing, corporate etiquette, etc. Carlos aspires to complete an MBA from Harvard with a specialisation in human resources management. His ambition is to start a recruitment services company catering to companies in India and Sri Lanka.

I would like to conclude by wishing Carlos all the very best in his academic pursuits, and I hope he will get selected and study at the prestigious Harvard Business School. Please write to me in case of any queries or clarifications.

Thanking you.

Sincerely,

Ravi Wickeramasinghe,

HR Manager - Satva Infotech,

[E-mail address]

[City, State – Pin number]

[Country]

Disclaimer:

Please note that the names of students, referees, companies and designations used in the letters are completely fictitious and any resemblance to any actual person is purely coincidental.