

LETTER OF RECOMMENDATION

Dear Admissions Team,

Greetings from (Company Name)

I am (Your Name) - Partner Services Manager – (Company Name). I am using this letter to recommend one of my most hard working employees (Your Name) who is seeking to study at your esteemed University.

(Your Name) is a student of University of (University Name). He completed his B.Sc. in (Your Bachelor's) with excellent, remarkable scores and worked with (Company Name). (Your Name) started as a Partner care executive and has steadily progressed in his job role. He has been instrumental of support to our company all the time. (Your Name) is a team player and extremely self-motivated person, always helping others and ensuring that the concerns raised by his peers are addressed with care. An excellent motivational speaker and he always share his best practices with his peers to grow them along.

(Your Name) aspires to complete his graduate studies at your well renowned university. His ambition is to progress in his career to be the next site leader of his current organization. I would like to conclude by wishing (Your Name) all the very best in his academic pursuit, and I hope he will get selected and study at your prestigious University. Please write to me in case of any queries or clarifications.

Thanking you.

Sincerely,

(Your Name), Partner Services Manager – (Company Name)

(Your Mail Id)

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