

(Name of Referee)

(Designation of Referee)

(Mailing/contact address of referee)

(Recipient's Name(s))

(Recipient's Mailing address)

(Recipient's Position)

(Date)

Dear (Admissions Committee/ Dean of Admissions),

I xxx am delighted to write this letter recommending admission of Mr.XXXX for the Masters of business administration course at your esteemed institution.

I have worked with XXX for the past four years while he joined as a management trainee in July 2017 but had risen to the rank of a senior executive in June 2020 in such a short span due to his diligence, hard work, and innovative aptitude. I was fortunate to be his immediate supervisor as I am the Marketing Manager of XXX Company and Mr. XXX joined us as a management trainee after completing his bachelors' in business administration.

XXX is an extremely organized and self-motivated individual and has excellent communication skills. He can perform well within deadlines even under pressure and has the skills to lead a team skillfully. He possesses design thinking abilities and can critically analyze the issues to foresee upcoming problems and has the capability to work out solutions by going beyond the call of duty if required.

When he started his job, he used to silently observe the procedures and asked the right questions to understand the whole system from its grassroots level and gradually started taking initiatives to improve the ways of working and the timelines. He likes to challenge himself and sets goals that may seem difficult to others but the leader and the executor in him know how to take things forward and make them work.

He has a unique ability to motivate others also to deliver their best due to which his team always wins. XXX takes interest in new ideas and takes steps only once he understands the whole scenario. His best quality is being honest and owning a mistake even if it is absolutely negligible.

His working style and efforts changed a lot in our company and the marks made by him will always remain with us. When he expressed his desire to go for higher studies as he wants to get into higher management, everyone felt that he was on the right track. Though we will lose his presence in our work and initiatives will remain with us and we sincerely hope that after completing his MBA he will be able to contribute a lot to the industries and the nation.

He is one employee who if tomorrow joins us again, I will appreciate and admire him as he is truly an outstanding personality capable of bringing positive changes in his surroundings.

XXX deserves to get in-depth knowledge of management systems as he can really use that knowledge benefitting the subject, institution, community, and surroundings to say the least. I strongly recommend his admission to your university and look forward to seeing him emerging as a more resourceful person as higher education opportunities at a world-class institution will add a new dimension to his career.

In case you have any queries, please contact me at the contact details mentioned below.

Thanking you

Sincerely

(Name of Recommender)

Designation

Email

Phone: