

(Referee name)

(Referee position)

(Referee mailing address)

(Recipient name)

(Recipient mailing address)

(Recipient position)

(Date)

Dear Sir/Madam,

I take immense pleasure in recommending XXXX for the admission in Masters of Science in XXXXX course at your esteemed institution. XXXX has started her work as Junior Executive –Operations and was able to get a promotion just in six months due to her extraordinary dedication and organized work.

XXXX worked with us for one and a half years till now. I was her immediate supervisor for the last year and was the overseeing supervisor for the first six months. During her tenure, she gained an indispensable slot due to her meticulous planning and execution of assigned duties that reflected positively on the company's growth. She is self-driven, honest, and professional in her approach and is able to make her presence felt in the teamwork or otherwise in the assigned job area. She possesses excellent communication, reasoning, and critical thinking skills.

She shared with us her plans for an advanced studies in XXXX to move higher in her career and company; and after seeing her potential we also felt that though it will be a loss to our company and we will feel the void, she definitely deserves to get in-depth knowledge and experiential learning to learn those nuances that will help her in her future and in turn building stronger industries.

XXXX has the potential to work in the research and development area and has shown a similar capacity for designing product models. This shows that she is multi-talented and requires to master the specialized areas through further study to excel and make the companies also grow with changing times.

I also feel that this experience of working has given her practical knowledge and desired confidence that will help her in her further studies and research. I strongly recommend her for admission to Masters in XXXX, as she is truly a deserving student.

In case of any further queries regarding XXXX, I would be happy to answer them. I am contactable at the office Email XXXXXXXXXXXXXXXXXXXX and phone numbers XXXXXXXXXXXX and XXXXXXXXXXXX between 10 am to 6 pm from Monday to Friday every week.

Thanking you

Recommender's Name

Designation

Contact details

Stamp