

**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 15, 2019

Colombo

Dear Admissions Team,

Greetings from Satva Infotech!

I am Ravi Wicaksono - 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 ratings 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 always helping others and ensuring that the concerns raised by employees are addressed with care. An excellent motivational-speaker he 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 Wicaksono,

HR Manager - Satva Infotech,

27, Reunion Street,

Colombo - 3.

Phone - 94-11-254-7458

Email - ravi.w@stv.com

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Daniel F McAuley



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