

To

The Admissions Department
Wharton Business School
University of Pennsylvania, USA

Respected Sir/Madam

It is a pleasure for me to be writing this recommendation letter for Ms Shreya Roy for her admission into the International MBA program at your esteemed institute. I serve as the Regional Manager, South for UltraTech Solutions, India. I have known Ms Roy for over 2 years now, first as a trainee and then as an able Business Associate in our organization.

Ms Roy was hired at our organization right out of college. She was a quick learner and was promoted to the position of shipping associate after just 3 months of training. She was responsible for shipping and delivery for around 200 accounts. Her day to day tasks included accepting supply orders and processing them. She interacted with the parts and materials division to ensure all orders were prepared per request and was also charged with overseeing the delivery of the orders. She began as an assistant to a senior shipping associate but quickly found her way around on the job and was soon independently handling orders from start to finish.

During the second year of her service, Ms Roy came up with a more efficient delivery scheduling system which simultaneously reduced our shipping costs and increased our customer satisfaction scores. Her creative thinking and dedication to the job earned her a promotion and she was put in charge of overseeing the delivery of 5 other shipping associates. When she was first charged with management duties, Ms Roy would sometimes try to complete all the work by herself rather than delegating duties to her subordinates. This tendency stemmed from her desire to complete each task with perfection. However, she soon realised that in order to be a good leader she needed to entrust duties to her team members and guide them in the process of getting the job done. With this new realization, she learned the importance of trust in leadership and also built a stronger relationship with her team.

Ms Roy is a hard worker with keen business insights. She is a pleasure to work with and well-liked by both her superiors and subordinates. She came into our organization not only because of her good grades at the undergraduate level but also because of her commendable communication skills. I am fully confident she will maintain her grades once she returns to graduate school. She will be well suited for an MBA degree with her eagerness to learn and effortless leadership abilities. I wish Ms Roy the best in all her future endeavours and will be glad to provide any further feedback to your institute if it is required. I can be contacted at my office via phone or over the internet every day from Monday to Friday, from 10 AM to 6 PM.

Thank You

Yours Sincerely

Mr Rajat Mehta
(Regional Manager, South)
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