

To

The Head of Administrative Affairs
Ivey Business School

I am pleased to be writing this letter, recommending Mr. Arvind Verma for admission to your MBA program. I have known Mr Verma for over 3 years, as a skilled business analyst at our organization.

Mr. Verma joined our organization after graduating from college, first in his class. His technical knowledge and excellent communication skills are what prompted our organization to offer him a temporary position as a business analyst. Mr. Verma quickly proved himself to be a swift learner and a dedicated employee. With just 3 months of training, he was placed in an independent project where his responsibilities included requirement gathering from clients, creating reports and charts and presenting the same.

He greatly impressed the management as well as the customers with his business insight and sincerity of work. Mr. Verma's successful handling of the project contributed towards him being offered a permanent position at our organization. Since then, he has been promoted to senior business analyst, handling multiple projects and juggling many responsibilities.

Acting as the principal delivery manager for the entire Northern region of this organization, I have directly collaborated with Mr. Verma on multiple projects. He is an excellent team member, with the ability to perform under pressure. He has good leadership skills and I have observed him naturally assume a leadership position in situations where there is no one designated.

In my many years of experience working in the business sector, I have only seldom come across young professionals as bright as Mr Verma. I confidently expect him to succeed at an MBA program in your institute. I wish him all the best for his career ahead.

Please feel free to contact me for any further information and feedback regarding Mr. Verma, if required.

Thank You

Yours Sincerely
Ipsita Ray
(Delivery Manager)