

**[To be Printed on Company Letter Head]**

[Insert Date]

HKUST MBA Program Admissions  
Room 2011, MBA Office, HKUST Business School  
Lee Shau Kee Business Building  
The Hong Kong University of Science & Technology  
Clear Water Bay, Kowloon  
Hong Kong

Dear Sir/Madam,

I am writing to confirm that [passport name of the candidate] has been employed by our company [company name] since [employment effective date]. He/she is currently working as [name of the post/title] in our company.

During his/her tenure in our company, he/she has demonstrated great team work and leadership potential. He/she is a reliable individual and instrumental in rolling our company-wide automation project, helping our business to expand in key markets in Asia. Based on his/her exceptional work performance, on behalf of our company, I would like to recommend him/her to enroll the HKUST MBA Program.

Should you have questions regarding this recommendation letter, please feel free to contact me at [telephone number] or email me at [email address].

Yours faithfully,

[Name of HR Representative]

[Title]

[Company Name]

[Insert Company Chop]