**PLEASE PRINT LETTER ON COMPANY’S LETTER HEAD**

<<DATE>>

The Registrar

International Admissions

University of Bedfordshire

University Square

Luton

Bedfordshire LU 1 3 JU

United Kingdom

Dear Sir/ Madam

**Re: <<Applicant Name>> (“Applicant”)**

I understand <<Applicant Name>> wishes to study an MBA course with the University of Bedfordshire UK.

As I am the <<Superior’s position>> of <<Company’s Name>> I can confirm the following because <<Mr./Mrs. Applicant Name>> is employed as a <<Applicant Job Title>> from <<Date>> to present. He/She is responsible for the planning and execution of our Major and Minor Projects and reports directly to the undersigned.

In his/her current position, the <<Applicant Name>> directly manages between 8 persons within the business during this time depending on the requirements of our projects.

A brief description of <<Applicant’s Name>> role as follows:

* Manage all projects from conception to completion with focus on the elements of time, cost, and quality; from residential, commercial and industrial projects.
* Responsible for the financial planning and monitoring of projects.
* Plan, coordinate and allocate all resources for the construction process, including the defining work tasks, outsourcing, collaborating with engineers and vendors.
* Negotiate terms of agreements, draft contracts and obtain permits and licenses.
* To direct all onsite and offsite projects, duly monitoring compliance with building and safety regulations.
* Analyze, manage and mitigate risks by reviewing work progress on a daily basis and ensuring quality standards are met.

In particular, in relation to managing staff, the Applicant had the following duties:

* To coordinate staff development and skills training in key areas of expertise.
* Responsible for allocating tasks as well as monitoring, reviewing and assessing staff performance to ensure productivity and profitability.
* To lead and coach all new members of staff for effective teamwork improved individual and team performance.

For further verification please do not hesitate to contact me.

Yours faithfully

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<<Name (Block Letters)>>

<<Job Title>>

<<Company Name>>

**Please ensure the letter is signed and stamped.**