



**POSTGRADUATE UNIT OF MANAGEMENT (PGUM)
FACULTY OF MANAGEMENT
UNIVERSITY OF PERADENIYA, SRI LANKA**

Service Letter

Section I

To the Applicant: Please submit duly completed this form through your employer if the degree programme you apply requires a service letter or if you wish to submit your work experience as an eligibility criterion for the admission to a degree programme. You should ensure that your employer is given a copy of this form by completing Section 1 to submit with his/her responses.

1.	Name of the Applicant	:
2.	Contact Details of the Applicant	:
3.	Postgraduate Programme Applied	:
4.	Duration of the Programme	:
5.	Total Cost of the Programme	:
6.	Name of the Employer / Institution	:
7.	Current Post of the Applicant	:
8.	Previous Employment, Place of Work and Duration	:
9.	Declaration by the Applicant	: I submit this service letter in support of my application for Postgraduate Diploma Programme/MBA/MAcc&Fin/M.Sc. in conducted by the PGUM, Faculty of Management, University of Peradeniya, Sri Lanka. Date: Signature:

Section II

To the Employer: Please complete the following section of the document and hand it over to the candidate in a sealed cover or send it directly to Coordinator, PGUM, Faculty of Management, University of Peradeniya, 20400 Peradeniya, Sri Lanka by post or as an email attachment to pgum@mgt.pdn.ac.lk

1.	Present post of the applicants at your institution	
2.	Duration of his/her service in the present post.	
3.	Do you think that the postgraduate programme that he/she applied is beneficial for his/her career advancement and for your institution?	
4.	Indicate whether the candidate be granted funds/leave or released from service to follow the programme.	
5.	Any other information you think relevant and assist the PGUM in making decision on his/her application.	

Name of the Employer :

Designation :

Address of the Institution :

Contact Details :

Date :

Signature:
(Official Frank)