

SAMPLE LETTER OF RECOMMENDATION

Notes on letter of support and recommendation for direct entry to the Professional Banker (PB)

There is now a route for non-degree holders in a managerial role with 15 years of core banking experience to be able to enrol directly into the Professional Banker, the 2nd level of the Chartered Banker Education Pathway. We expect that in reaching this level of responsibility, the candidate would have the maturity and some basic knowledge of the banking system and operations to study at the Professional Banker level.

The applicant is required to provide a letter of support/recommendation from a senior management staff of his organisation that confirms the above, giving us assurance that he will be able to manage his studies. A sample is provided below for reference. Please feel free to add on any other information that you think relevant.

If you need further assistance, you can contact Admission at 02-2095 6833 (ext 196).

Sample

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Sample Letter of Recommendation

<Date>

Head, Admissions
Asian Institute of Chartered Bankers (AICB)
Wisma IBI, 5 Jalan Semantan
Damansara Heights
50490 Kuala Lumpur

Dear Sir,

Enrolment to Professional Banker (PB) (via work experience route)

<Name>

<Identification/Passport Number>

I recommend the above-named applicant to be enrolled for the Professional Banker programme. He/She currently holds the position of < designation > and has acquired the following banking knowledge and management competencies through related work experience.

Knowledge areas

Basic knowledge of:

- Financial system, banking products & services
- Core banking processes and risk management
- Compliance requirements

Key management competencies

- Leading & deciding
- Planning, organising and executing
- Problem solving
- Customer relationship management
- Managing & developing people

Signature

Name:

Designation:

Email:

Contact No:

Date