



## Appointment Letter

### Official Appointment – Software Engineering Intern at Gamage Recruiters (PVT) LTD

Dear Ms. Sivananthini Ravichandran,

We are pleased to inform you that you have been selected for the position of **Software Engineering Intern (SE Intern)** at **Gamage Recruiters (PVT) LTD**. Your internship period will commence on **April 1, 2025**, and will continue until **October 1, 2025**, for a total duration of six (06) months.

During your internship, you will be working closely with our Software Engineering team under the supervision of your respective team leader. You will be expected to participate actively in project-related tasks, coding assignments, and team discussions, while adhering to company guidelines and professional standards.

Please find attached your **official appointment letter** for your reference. Kindly review the document and confirm your acceptance of the offer by replying to this email.

We are excited to welcome you to our organization and look forward to your valuable contributions to the Gamage Recruiters team.

**Yours sincerely,**

Harshana Gamage

Chairman & Director

Gamage Recruiters (PVT) LTD

  
Harshana Gamage  
Managing Director  
Gamage Recruiters (Pvt) Ltd  
(P.V. 00274748)  
676/1, Galle Road, Panadura



676/1 Galle - Colombo Rd, Panadura



[www.gamagerecruiters.lk](http://www.gamagerecruiters.lk)



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077 479 5371



## Experience Letter

To Whom It May Concern,

This is to certify that **Ms. Sivananthini Ravichandran** has successfully completed her internship at **Gamage Recruiters (PVT) LTD** from **April 1, 2025, to October 1, 2025**, a period of six (06) months. During her tenure, she served as an **Intern** and contributed actively to the operational and project-related activities assigned to her department.

Throughout the internship period, Ms. Sivananthini displayed an excellent attitude toward learning and adapting to the professional environment. She consistently demonstrated punctuality, commitment, and a willingness to take initiative in every task she undertook. Her performance was marked by responsibility, efficiency, and enthusiasm for contributing to team goals.

She maintained good relationships with her colleagues and supervisors and proved herself to be a dependable and motivated individual. Ms. Sivananthini also showed strong organizational and analytical skills, which helped her complete her assigned duties effectively and within deadlines.

We appreciate her contributions during her time with us and wish her every success in her future professional endeavors.

**Yours sincerely,**

Harshana Gamage

Chairman & Director

Gamage Recruiters (PVT) LTD

  
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## Recommendation Letter

To Whom It May Concern,

It gives me great pleasure to recommend **Ms. Sivananthini Ravichandran**, who successfully completed her internship at **Gamage Recruiters (PVT) LTD** from **April 1, 2025, to October 1, 2025**. During her six-month internship period, she demonstrated a high level of professionalism, commitment, and eagerness to learn, which made her a valued member of our team.

Ms. Sivananthini showed great enthusiasm in understanding the processes within her assigned department and handled her responsibilities with care and accuracy. Her ability to grasp new concepts quickly and apply them effectively to real-world situations was impressive. She consistently demonstrated analytical thinking, problem-solving ability, and effective communication skills, all of which are essential qualities in a professional environment.

Her attitude toward teamwork, discipline, and accountability was commendable. She always maintained a positive and cooperative demeanor, making her interactions with team members and management both productive and pleasant.

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I am confident that Ms. Sivananthini will continue to perform with the same diligence and excellence in any future academic or professional opportunity she pursues. I highly recommend her for any position or higher education program that seeks a dedicated, intelligent, and self-motivated individual.

**Yours sincerely,**

Harshana Gamage

Chairman & Director

Gamage Recruiters (PVT) LTD

  
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