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இலங்கை திறந்த பல்கலைக்கழகம்  
THE OPEN UNIVERSITY OF SRI LANKA  
PUBLIC INFORMATION DIVISION

பொது தகவல் பிரிவு

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To Whom It May Concern,

I am writing to wholeheartedly recommend Ms. H.Y.H. Caldera, Employee Number 005122, who has been serving as a Technical Assistant to the Public Information Division at the Open University in Sri Lanka. Ms. Caldera has consistently demonstrated exceptional dedication, creativity, and professionalism throughout her tenure with us from July 1, 2022, to October 31, 2023.

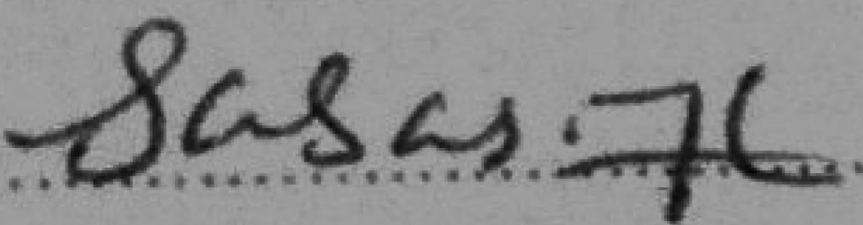
In her role as a Technical Assistant, Ms. Caldera's primary responsibility has been the design of program leaflets, flyers, posters, and brochures to promote the diverse study programs offered by the Open University of Sri Lanka (OUSL). Her talent and skill in creating visually engaging materials have greatly contributed to our successful promotional efforts. Her work consistently stands out for its high quality, attention to detail, and the ability to convey complex information in a clear and appealing manner. The promotional materials she has designed have played a pivotal role in attracting prospective students and enhancing the image of OUSL. In addition to that, Ms. Caldera is a quick learner and one of her duties was to use WordPress to update and maintain OUSL website.

Beyond her design and web abilities and knowledge, Ms. Caldera has been an invaluable team member in the Public Information Division. Her dedication and work ethic are commendable, as she often goes above and beyond her assigned tasks to ensure the division's success. She has consistently exhibited a strong commitment to her work and the mission of OUSL, proving herself to be a reliable, responsible, and self-motivated professional.

In conclusion, Ms. H.Y.H. Caldera is a remarkable employee who has made a significant impact on our Public Information Division and, by extension, the Open University of Sri Lanka. Her contribution to our promotional efforts and her dedication to the organization's mission have been exceptional. I have no doubt that Ms. Caldera will excel in any endeavor she chooses to pursue in the future, and I wholeheartedly recommend her for any position or opportunity for which she may apply.

I wish Ms. Caldera for her future endeavors.

Sincerely,



M. R. U. I. Subasinghe

Director/Public Information Division

P.O. Box 21, Nawala, Nugegoda, Sri Lanka

දුරකථන } 0112-881256  
தொலைபேசி }  
Telephone }

ෆැක්ස් } 025-2225674  
தொலைநகல் }  
Fax }

மின்னஞ்சல் } dupida@ou.ac.lk  
e-mail } Web: www.ou.ac.lk