



**POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES (PGIMS)  
UNIVERSITY OF PERADENIYA**

**Service Letter**

**Section I**

**To the Applicant:** Please submit duly completed Service letter through your employer, if relevant. 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.	Degree 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:	<p>I submit this service letter in support of my application for Master of Science/Master's Degree Programme in ..... conducted by the PGIMS, University of Peradeniya, Sri Lanka.</p> <p>Date: ..... Signature: .....</p>

**Section II**

**To the Employer:** Please complete the following section of the document and hand it over to the applicant in a sealed cover or send directly to Assistant Registrar, PGIMS, University of Peradeniya, 20400 Peradeniya, Sri Lanka by post or as an email attachment to [pgimsoffice@pgims.pdn.ac.lk](mailto:pgimsoffice@pgims.pdn.ac.lk)

1	Present Post of the applicant 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 applicant be granted funds/leave or released from service to follow the programme	
5	Any other information you think relevant and assist the PGIHS in making decision on his/her application:	
<b>Name of the Employer:</b>		Prof./Dr./Mr./Ms./Mrs.
<b>Name and Address of Institution/Organization:</b>		
<b>Date:</b>		
<b>Signature &amp; Official Frank:</b>		