

Certifying letter from employer

僱主證明信樣本

(For applicants of programmes with work experience requirements)

(只適用於有指定工作經驗的課程的申請人)

Date 日期: _____

(Name of organization 機構名稱)

Address 地址: _____

Website 網址: _____

Legal Representative 公司法定代表: _____

To: Admissions & Enrolment Team (Taught Postgraduate), Registry
Hong Kong Metropolitan University

致: 香港都會大學
教務處入學及註冊組 (授課式研究生課程)

Re: Application for _____ (Name of programme)
申請報讀 _____ (課程名稱)

This is to certify that _____ (name of applicant) whose identification document no. is _____, is employed by this organization as _____ (position). He/she has been in that position for _____ years, from _____ (duration, mm/yyyy) to _____ (mm/yyyy). The main responsibilities of the position are as follows:

1. _____
2. _____
3. _____
4. _____

謹證明 _____ (申請人姓名) 其身份證明文件號碼為 _____ 現任職
本公司為 _____ (職位) 其擔任此職已有 _____ (年數)
由 _____ 年 _____ 月至 _____ 年 _____ 月。該職位的主要職責為:

1. _____
2. _____
3. _____
4. _____

Signature 證明人簽名: _____

Name 證明人姓名: _____ Position 職位: _____

Contact 聯絡: Office tel 辦公電話: _____

Company email 辦公電郵: _____

Organization's chop 機構印鑑: _____