

## 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: \_\_\_\_\_

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) and has been in that position for \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_ (duration). 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 簽名: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Position 職位: \_\_\_\_\_

Organization's chop 機構印鑑: \_\_\_\_\_