Sample Support Letter by Company

(applicable for EngD/PhD-IPP/MEng-IPP applications)

Dear Head of Department ( <Dept applied to> ), National University of Singapore

**Application to the <Doctor of Engineering / Doctor of Philosophy (Industrial Postgraduate Programme / Master of Engineering (Industrial Postgraduate Programme)\*>, NUS**

Intake applied : <January 20xx / August 20xx >

Name of employee :

NRIC No:

I hereby support this application and confirm that the company will allow the employee to attend classes, pursue research and take examination as required by the university.

|  |  |  |
| --- | --- | --- |
| Name in full | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title/Designation | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| Name and Address of company | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel No. | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*delete where applicable