

# Appendix A 附錄A

## Sample 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)

\_\_\_\_\_  
(Address 地址)

\_\_\_\_\_  
(Address 地址)

To: Admissions & Enrolment Team (Distance Learning), Registry

Hong Kong Metropolitan University

致：香港都會大學

教務處入學及註冊組（遙距課程）

Re: Application for registration on \_\_\_\_\_

申請報讀

(Name of programme requiring certifying letter 要求僱主證明之課程名稱)

This is to certify that \_\_\_\_\_, whose

謹證明

(Name of applicant 申請人姓名)

其

identification document no. is \_\_\_\_\_, is employed by this organization

身份證明文件號碼為

現任職本公司為

as \_\_\_\_\_ and has been in that position for \_\_\_\_\_ years and \_\_\_\_\_ months.

(Position 職位)

其擔任此職已有

年

月。

Yours sincerely,

Signature: \_\_\_\_\_

簽名

Name: \_\_\_\_\_

姓名

Position: \_\_\_\_\_

職位

Organization's chop:

機構印鑑

\* For MBA/MBAC/MCG/MCGC, it must be certified that the position is at managerial/supervisory level.

報讀工商管理碩士 / 工商管理碩士（中文） / 企業管治碩士 / 企業管治及合規審查碩士的申請人，必須證明其職位屬管理 / 督導級別。