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:**27 / 12 / 2024**

_____

(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 **工商管理碩士（中文）MBACF / 工商管理碩士（中文）MBACF1** (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 **傅麟庭**（申請人姓名）其身份證明文件號碼為**230107200204010219** 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 証明人簽名: _____

Name 証明人姓名: _____ 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: _____