

单位同意函/Organisation Sponsorship Letter

所有的申请人，无论是获得单位全额或部分支付学费还是自费，都必须提交一封由所在单位人事部门盖章的同意函。同意函说明单位对申请人攻读中欧EMBA课程的支持情况。申请人是否获得单位的学费支持不是报考的必要条件，但是申请人必须征得单位同意占用部分工作时间来参加学习。单位同意函请在录取确认之前提交。

All applicants, whether they receive corporate financial support or are self-sponsored, must submit a signed sponsorship letter from an authorized representative of their respective organisation, briefly stating the terms of support. Financial sponsorship is not required, but the organisation must agree to release the applicant from all job responsibilities on class days. The sponsorship letter can be submitted with your confirmation of enrollment.

单位同意函样本

(请用单位信纸)

有关同意/资助(申请人)参加中欧国际工商学院EMBA课程的函

(申请人)在(单位名称)已工作(年限)年,现任(职务)。

我们已仔细阅读了招生简章和有关材料。本单位同意(申请人)申请中欧国际工商学院EMBA课程,并占用部分工作时间(平均每月约两个工作日)参加学习。(申请人)的学费将由(本公司/申请人/本公司与申请人共同)支付。

此致

敬礼!

(单位名称)

(单位人事部门公章)

(日期)

Sample Letter of sponsorship

(Organisation Letterhead)

Sponsorship of CEIBS EMBA Programme

EMBA Office, CEIBS
699 Hongfeng Road, Pudong
Shanghai 201206, P. R. C.

(Date)

Dear Sir/Madam,

(Name of applicant) is currently employed by (Name of organisation) as (Position). (Name of applicant) has been working in our organisation for (Number of years) years.

I have read the brochure that describes the CEIBS EMBA programme and wish to certify that (Name of organisation) wishes to fully/partially sponsor the study of (Name of applicant). (Name of organisation) agrees to give the time off on class days. The tuition fee of (Name of applicant) will be paid by (the organisation/the applicant/the organisation and the applicant jointly).

Yours sincerely,
