[To be printed on company letterhead – delete this sentence before print]

[Date]

Singapore Institute of Technology

10 Dover Drive

Singapore

Dear Professor Lim Bee Gim,

I am writing to you with regard to [Applicant’s Full Name], who has requested for this letter of support from the company. We have discussed [his/her] request to pursue undergraduate study and we fully support [his/her] decision and strong desire to take [his/her] dedication and skill to the next level.

We hereby commit to release [Applicant] for the SkillsFuture Work-Study Degree Programme in Food Technology (3-day Work/2-day Study Model).

[He/She] will be given time off to attend classes in SIT according to the curriculum schedule.

[Applicant] has been with the company for [XX] years. [His/Her] job responsibilities include [explain].

For more information on [Applicant], please contact [Name], [Designation], at [DID] or [email address].

Sincerely,

[Name]

[Designation]

[Company Name]