

## 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 Office (Part-time & Postgraduate), Registry

The Open University of Hong Kong

致：香港公開大學

教務處入學及註冊組（兼讀制課程及研究生課程）

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

Application no. is \_\_\_\_\_, is employed by this organization  
申請號碼為 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: \_\_\_\_\_ Position: \_\_\_\_\_  
姓名 職位

Organization's chop:  
機構印鑑

\* For MACF/MAFRMF/MAFWMF/MBAF/MBACF/MCGF/MGBMF, it must be certified that the position is at managerial/supervisory level.  
報讀會計學碩士／風險管理學應用金融碩士／財富管理學應用金融碩士／工商管理碩士／工商管理碩士（中文）／企業管治碩士／環球商業及市場學碩士的申請人，必須證明其職位屬管理／督導級別。