

**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 (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 \_\_\_\_\_ (課程名稱)

This is to certify that \_\_\_\_\_ (name of applicant) whose  
identification document no. is \_\_\_\_\_, is employed by this organization  
as \_\_\_\_\_ (position) and has been in that position for \_\_\_\_\_  
(duration). The main responsibilities of the position are as follows:

謹證明 \_\_\_\_\_ (申請人姓名) 其身份證明文件號碼為  
\_\_\_\_\_ 現任職本公司為 \_\_\_\_\_ (職位) 其擔任此職已有  
\_\_\_\_\_ (年數)。該職位的主要職責為：

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Signature 簽名: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Position 職位: \_\_\_\_\_

Organization's chop 機構印鑑: \_\_\_\_\_