

Sample Company Sponsorship Letter

[Company Letterhead - Company Name, Address, Logo]

[Date]

Admissions Committee
Global EMBA Programme
CEIBS
699 Hongfeng Road
Shanghai, 201206, China

Subject: Statement of Sponsorship for [Applicant's Name]

Dear Members of the Admissions Committee,

This letter serves to confirm that **[Applicant's Name]** is a valued employee of **[Company Name]**, currently holding the position of **[Applicant's Position]**. [He/She] has been with our organization for **[Number of Years]** years and has consistently demonstrated exceptional talent and dedication.

We are pleased to offer our full and enthusiastic support for [Applicant's Name]'s application to the CEIBS Global EMBA programme. We have reviewed the programme curriculum and schedule and recognize its exceptional value in developing the strategic leadership capabilities essential for [Applicant's Name]'s future growth and contribution to our organization.

In line with this support, we hereby certify the following:

1. **Time Commitment:** **[Company Name]** fully agrees to grant [Applicant's Name] the necessary time off to attend all classes, residential modules, and other required programme activities without conflict from their work responsibilities.
2. **Financial Sponsorship:** **[Company Name]** will provide **[Full / Partial]** financial sponsorship for this programme. The tuition fees will be paid by **[the organisation / the applicant and the organisation jointly]**.

We are confident that [Applicant's Name] will be an outstanding participant in the programme and will bring valuable insights and enhanced leadership back to our team. We consider this investment a strategic step in developing our future leadership.

Sincerely,

[Sponsor's Signature]

[Sponsor's Typed Name]

[Sponsor's Title]

[Company Name]

[Sponsor's Phone Number]

[Sponsor's Email Address]

Sample Company Sponsorship Letter in Chinese 公司同意函样本

[公司信头 - 公司名称、地址、标识]

[日期]

致中欧国际工商学院
Global EMBA 课程招生委员会
中国上海市浦东新区
红枫路 699 号，邮编：201206

主题：关于为员工【申请人姓名】提供学习支持的函

尊敬的招生委员会成员：

兹证明，【申请人姓名】【先生/女士】目前担任我司【申请人职位名称】，已为公司服务【服务年数】年。该同事工作表现卓越，展现出巨大的潜力，是我司非常珍视的优秀人才。

我们已详细了解中欧 Global EMBA 课程的安排与要求，并全力支持【申请人姓名】申请该课程。我们相信，此课程将极大提升其战略领导力与全球视野，这对其个人及公司的长远发展均至关重要。

为此，我司特此郑重承诺：

- 时间保障：** 我司同意在【申请人姓名】参加所有课程、住读模块及其他必修活动期间，给予充分的时间保障，确保其能够全职投入学习。
- 财务支持：** 我司将为【申请人姓名】本次学习提供【全额/部分】财务资助。学费将由【公司支付 / 公司与申请人共同支付】。

我们坚信【申请人姓名】将成为课程中出色的参与者，并期待其学成归来后，为公司带来新的知识与动力。

顺颂商祺！

（公司盖章/签署人签字）

【签署人打印姓名】

【签署人职务】

【公司名称】

【签署人联系电话】

【签署人电子邮箱】