

Letter should be prepared on company letterhead

SAMPLE – Employer Letter of Support

Date

Admissions Committee
Global Executive MBA Program
Foster School of Business
University of Washington
Box 353225
Seattle, WA 98195

Dear Admissions Committee,

This letter is to support Mr. John Chen's application to the Global Executive MBA Program at the University of Washington Foster School of Business starting June <year>.

Mr. Chen has been working for our company for almost fifteen years and his most recent responsibilities, as the Director of Global Operations, is to help develop strategic plans for global growth. As his supervisor, I see John having the potential to become one of the most valued leaders for our organization. He has a keen business sense and solid people skills.

I strongly believe that with an MBA education, John would be able to use the educational foundation and framework to accelerate in his career to become more effective leader and a strategic thinker. Given the 12 months commitment, GEMBA is ideal for our organization as this format is long enough to give John the firm foundation, but short enough for him to stay connected with the company even if he is physically away. Therefore, I strongly support John both in terms of financial sponsorship as well as with the time away.

Our expectation is for John to return to our company upon graduation and continue to grow with the company for many years to come.

Should you have any questions, please feel free to contact me at <email> or by phone at <phone number>.

Sincerely,

Signature

Name
Title