Letter of Organizational Support

Name of Candidate:

Last Name: First Name: Middle Name:

Contact Information:

Company Name: Date:

Company Address: Supervisor Name:

Company Telephone Number: Supervisor Telephone:

Supervisor E-mail:

Instruction for the Individual Completing this Form:

The person whose name appears above (in the "Name of Candidate" field) has applied for admission to the Guanghua-Kellogg Executive MBA program. As part of the application for the Guanghua-Kellogg Executive MBA program, candidates must request a **Letter of Organizational Support** from their place of employment. The letter must:

1. Detail the scope in which the company will support the candidate throughout his/her participation in the program (i.e. financial commitment, career progression, etc.). **Please remember that the letter must clearly state that the company will support the candidate in terms of time away from work;**
2. Include supervisor's signature;
3. Be printed on company letterhead

When complete, please return the letter, place in an envelope, write your name across the seal, and mail to the Guanghua-Kellogg Executive MBA Program Office:

Guanghua-Kellogg Executive MBA Program Office
Guanghua Bldg. No. 2, Guanghua School of Management
Peking University, 5 Yiheyuan Road
Beijing, 100871
China