Letter of Organizational Support

Name of Candidate:

Last Name:

First Name:

Middle Name:

Contact Information:

Company Name:

Date:

Company Address:

Supervisor Name:

Supervisor Telephone:

Company Telephone Number:

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, either in an envelope, via e-mail or by fax 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
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