

Letter of Confirmation from Host Company/Organisation

To: The Officer-in-Charge
Career Guidance Division
Workforce Singapore

Instructions

1. This letter must be completed in full by an authorised representative of the host company/organisation supporting your course application. It must be printed on the host company's/organisation's official letterhead and signed by the authorised representative.
2. Please submit the endorsed letter with your course/AOP application via the WSG eTEAMS online course registration portal.

To be completed by an Authorised Representative of the Host Company/ Organisation

I am pleased to confirm my/our* company's/organisation's support for the applicant named below for the following:

Please tick (✓) accordingly.

<input type="checkbox"/> Career Advisory Programme (CAP)	<input type="checkbox"/> CAP Assessment Only Pathway (CAP AOP)
<input type="checkbox"/> Career Facilitation Programme (CFP)	<input type="checkbox"/> CFP Assessment Only Pathway (CFP AOP)

Course/AOP Run No : _____

Course Start & End Date : _____

Full Name of Applicant : _____

The applicant is currently/will be* providing the following career advisory/coaching services in the company/organisation:

Please tick (✓) accordingly.

- ☐ Career Advisory and/or Training Advisory
- ☐ Career Coaching, Career Counselling and/or Career Facilitation
- ☐ Education and Career Guidance
- ☐ Others, please specify: _____

**please delete as appropriate*

For the following groups and/or individuals:

- ☐ Fellow Employees/Workers
- ☐ Company's clients, clients at Career Centres, etc.
- ☐ Students in Schools or Institutes of Higher Learning
- ☐ Groups with special needs

☐ Others, please specify:

The above services are/will be* provided by the applicant on paid/pro-bono* basis.

DETAILS OF ¹AUTHORISED REPRESENTATIVE

Company Registered Name : _____

Name of Authorised Person : _____

Designation : _____

Department : _____

Office Contact No : _____

Email Address : _____

Authorised Signature :

Date : _____

**please delete as appropriate*

¹ Authorised representative may be either the company/organisation's contact person or training coordinator.
Ver2.0 April 2025