

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 Supervision Programme (CSP)	<input type="checkbox"/> CSP Assessment Only Pathway (CSP AOP)
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Course/AOP Run No	:	
Course Start & End Date	:	
Full Name of Applicant	:	

The applicant is currently/will be* leading a team of career practitioners in the company/ organisation:

Roles and duties as a clinical supervisor (past/current/future role)	:	
Start date for the above role/duties	:	
Frequency and length of supervision provided	:	

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.
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