**Letter of Support (template)**

Date: DD/MM/YYYY

**The National CEO Program**

PO Box 237, P.C. 103

Muscat,

Sultanate of Oman

To Whom It May Concern,

As (PLEASE ENTER YOUR POSITION) of (PLEASE ENTER ORGANISATION NAME), I am pleased to inform you that our organisation is committed to supporting the participation of (PLEASE ENTER CANDIDATE NAME) in the National CEO Program.

Mr. / Ms. (CANDIDATE NAME) has been employed with (ORGANISATION NAME) for (NUMBER) years and currently serves in the role of (POSITION(S)). He/she is responsible for (AREA OF RESPONSIBILITY). He/she is a dedicated, respected and reliable member of our organisation.

We are excited about (CANDIDATE NAME)’s decision to participate in the National CEO Program. We acknowledge the level of commitment required to complete this program successfully and we support his/her involvement in the following:

• We fully understand the time required away from work for the length of the program from May 2015 to May 2016. This includes 6 modules each scheduled for 5 days excluding travel time (except for module 1 which will last 10 days). Three of those modules will take place overseas.

• We support (CANDIDATE NAME)’s personal development plan through their participation in the National CEO Program.

• We further understand that by attending the program, (CANDIDATE NAME) will gain valuable lessons in leadership and business that will provide immediate value to our organisation.

Should you have anything further, please do not hesitate to contact me on (TEL. NO. AND EMAIL).

Yours sincerely,

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Name Signature

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Job Title Date

**Instructions for submission**

• We require the Chairman / CEO / MD or equivalent position to sign the above reference letter.

• Please complete and sign the letter within four days of receipt of the notification email from the National CEO Program.

• The letter should clearly state the type of support your organisation and its CEO / Chairman will be extending to you

 throughout your participation in this program.

• The letter should be printed on your organisation’s official letterhead.

• Once completed, please follow the instructions in the online application form to upload the document.