

Sample Letter of Endorsement for Students Who Will Receive 100% Company Sponsorship

The sponsor's letter of endorsement should be submitted in hard copy on official company letterhead, signed by the applicant's authorizing supervisor.

[Date]

Admissions Committee
Executive Master's in Technology Management (EMTM)
Penn Engineering
114 Towne Building
220 S. 33rd Street
Philadelphia, PA 19104-6391

To the EMTM Admissions Committee:

I am writing on behalf of [company] to endorse the application of [employee applicant name] to the University of Pennsylvania's Executive Master's in Technology Management (EMTM) program.

[Employee] is currently employed as [position], and I am [reporting relationship to the applicant or executive title in the organization].

We understand that:

- EMTM is a University of Pennsylvania MSE degree program offered by Penn Engineering.
- Classes are held on-campus in Philadelphia on Fridays and Saturdays of alternate weekends during an academic year that extends from September to May.
- In the first year, there is a 4-day required orientation session August 17-20, prior to the beginning of classes.
- Completion of the degree requires two years for students attending full-time (Fridays and Saturdays).
- Participation in this program requires a commitment of time to attend all classes, exams and required program events, as well as to complete preparatory readings, assignments and team projects between classes.

We endorse [employee's] application, and agree that [he/she] will be able to attend the program orientation in late August as well as classes and exam weekends on Fridays and Saturdays throughout the EMTM academic calendar for the period required to complete [his/her] degree.

Regarding financial support, [indicate level of financial support the organization will provide, as applicable].

If there are any follow-up questions, I can be reached at: [phone number]

Sincerely,

[signature, plus name and title of sponsoring supervisor or executive]