

**Sample Letter of Employer Endorsement  
(on Company Stationery)**

(Date)

Admissions Committee  
Trulaske execMBA Program  
Trulaske College of Business  
306 Cornell Hall  
University of Missouri  
Columbia, MO 65211

RE: Endorsement of **Jane Doe's** participation in the Trulaske execMBA

Dear Admissions Committee:

**Jane Doe** has been employed with **Sample Organization** for **ten years** and currently serves in the role of **Senior Manager**. I have reviewed the website that describes the Trulaske execMBA at the University of Missouri and verify at this time that **Sample Organization** is committed to supporting **Ms. Doe** in the execMBA class of 2018.

**Sample Organization** understands the time required away from work to successfully complete the execMBA and *has reached an agreement on financial support with Ms. Doe (optional)*. **Sample Organization** further understands that as **Ms. Doe** attends the program, she will be absorbing valuable lessons that will provide immediate value to the organization. Consequently, we are pleased to provide this support.

Sincerely,

**John Doe**  
Senior VP of Human Resources  
Sample Organization  
555-555-5555