

致：海事訓練學院秘書處

地址：香港新界屯門大欖涌青山公路 23 號

公司推薦信

茲證明(中文姓名) _____ (香港身份證號碼 _____)，

自 _____ 年 _____ 月 _____ 日起於(公司名稱) _____

擔任(職位名稱) _____ ，在(船舶名稱) _____

(船舶證明書號碼： _____)上服務，其主要職責包括

_____ 。

並推薦上述人士報讀海事訓練學院的(課程名稱) _____ 。

如有任何查詢，歡迎與本公司聯絡。

公司蓋章： _____

公司負責人簽署： _____

公司負責人姓名： _____

公司負責人職位： _____

公司負責人聯絡電話： _____

(公司負責人可為人力資源部職員或申請人的直屬上司)

日期： _____

To : Campus Secretariat, Maritime Services Training Institute

Address : 23 Castle Peak Road, Tai Lam Chung, Tuen Mun, New Territories, Hong Kong

Company Recommendation Letter

This is to certify that Mr. / Ms. _____, (HKID Card No.: _____)

has been employed by (Company Name) _____

since ____ / ____ / _____ and is currently serving as (Job Title) _____

and has been serving on board (Vessel Name) _____

(Certificate No.: _____). His / Her main duties and responsibilities

include: _____.

We hereby recommend the above-named employee for enrollment in the (Course Name)

_____ offered by the Maritime Services Training Institute.

Should you require any further information, please feel free to contact us.

Company Stamp : _____

Authorized Signature : _____

Authorized Person's Name : _____

Authorized Person's Position : _____

Authorized Person's Contact No. : _____

(The authorized person may be a staff member of the Human Resources Department or the applicant's direct supervisor.)

Date : _____