

(Company letter head)

To : Alliance Française de Singapour
1, Sarkies road,
Singapore 258130
Attn : Ms Anne-Sophie DODANTHUN
Academic Coordinator

Date

Subject: Sponsoring of **employee name** for **course title**

The company is sponsoring our employee mentioned below for the following French course:

EMPLOYEE DETAILS:

Name :
Nationality :
Occupation :

COURSE INFORMATION:

Course Title :
Term :
Day and time :
Duration :

The employee named above is a legitimate employee of our company.

RELEVANCE OF THE COURSE TO THE EMPLOYEE

(to raise employment, job development or job upgrading)

(Below are some examples – please replace this section by your own text):

- *For potential career opportunities that may not be available if the employee were just to rely on on technical skills or experience.*
- *Point of contact of the company's key stakeholders and need to deal with new markets that speak French.*
- *French skills allow the employee to gain access to unique customer insight in key markets.*
- *Develop the necessary cultural sensitivity to interact with customers, as well as to understand the cultural considerations that go into both decisions and actions*

(Full name of the company)
(Department and/or person to address)
(Full mailing address)
(Name - title - signature and company seal)