



**THE SINGAPORE CERTIFIED ENERGY MANAGER (SCEM)
TRAINING PROGRAMME AT PROFESSIONAL LEVEL**

Format for Company's Letter of Support (SAMPLE ONLY)

[Letterhead of Company]

[Date]

The Institution Of Engineers, Singapore Academy
70 Bukit Tinggi Road
Singapore 289758

Dear Sir,

Singapore Certified Energy Manager (SCEM) e2i Training Grant Application

This is to certify that [employee's name] of NRIC No. [] is currently employed by [company's name] as [employee's designation] since [date].

[Employee's name] is involved in [Provide description of job scope]. *[And explain the energy management role of the candidate in the organization]*

The Company supports him/her in the enrollment of the full SCEM Training Programme at the professional level and application for the e2i Training Grant (SCEM).

Should you have any queries on the above, please do not hesitate to contact [] at telephone no. []/email [].

Yours faithfully

[Name & Designation]

for and on behalf of
[company's name]

Enc. CV*

* Attached CV of employee (state education qualifications and related work experiences). Limit to 2 pages.