[Date]

Cynthia Goh Fellowship Committee

APHN Secretariat  
c/o Division of Supportive & Palliative Care  
National Cancer Centre Singapore  
30 Hospital Boulevard Level 23  
Singapore 168583

Subject: Letter of Support for [Employee's Name] to join Cynthia Goh Fellowship  
 for Palliative Care (CGF)

Dear Committee,

I am writing on behalf of **[Your Company's Name]** to express our full support for **[Employee's Name]'s** application to join the CGF program. **[Employee's Name]** is currently the **[Appointment/ Title in company]**. It is with great pleasure that we endorse **[his/her]** participation in this Fellowship, as we believe it will be a valuable opportunity for both **[Employee's Name]** and our organization.

We shall support **[Employee's Name]'s** participation in the Fellowship as follows:

* **[he/she]** will be granted the necessary flexibility to attend the required sessions without compromising **[his/her]** responsibilities at **[Your Company's Name]**
* We are committed to supporting **[Employee's Name]** throughout **[his/her]** journey in the CGF program and will do everything we can to ensure a seamless balance between **[his/her]** learning objectives and **[his/her]** ongoing projects at the company.

Thank you and we look forward to seeing **[Employee's Name]** grow through this enriching experience.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]

[Company Stamp]