

To:  
Manpower Planning and Employment Council Secretariat,  
JobCentre Brunei Building,  
Jalan Perindustrian Kampong Beribi, KM8,  
Bandar Seri Begawan, BE1118  
Negara Brunei Darussalam.

From:

Name of Company

Company Address

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sir / Madam

**Support Letter for SPIN in Accountancy Programme**

With regards to the subject matter above, the \_\_\_\_\_ Name of Company  
would like to inform your office that we are giving our full approval and support for our employee,  
\_\_\_\_\_, Name of Applying Employee, to enroll and participate in the SPIN in Accountancy  
Programme by the Manpower Planning and Employment Council (MPEC) supported by the Lifelong Learning  
Centre (L3C), Ministry of Education.

We have understood and fully aware that the employee mentioned above will be attending classes and  
examinations and may be required to be absent from work for an agreeable amount of time. (*For CAT & ACCA  
Courses Only*) We have also understood that the employee stated above will be undergoing mentorship for a  
period of 1 / 3 years with a certified mentor who may or may not be employed with our company.

For any further queries with regards to his / her employment, your office may contact the person below:

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Email : \_\_\_\_\_

Regards,  
Signature:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Stamp: