**ORGANISATION SPONSORSHIP – EXECUTIVE LEADERSHIP IN MAJOR PROJECTS program**SAMPLE LETTER OF RECOMMENDATION AND ENDORSEMENT

A one page letter from your organisation and executive who sponsors your participation in the program (acknowledging you are a full-time employee of the organisation).

Inclusions:

* Describe the candidate’s potential
* Identify areas where growth is desirable
* Indicate how the candidate will benefit from this program
* Confirm invoice amount for ELMP program fees and accommodation

(PLEASE INCLUDE THE HIGHLIGHTED PARAGRAPH)

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| Date Month 2020  Dr Maurizio Floris  Director, Executive Leadership in Major Projects program  John Grill Centre for Project Leadership  Rm 5050, Abercrombie Bldg H70  Cnr Abercrombie and Codrington St  University of Sydney NSW 2006  Dear Dr Floris  I am pleased to nominate *First name Surname* to the Executive Leadership in Major Projects (ELMP) program at the University of Sydney. *First name* is INSERT job title on the INSERT PROJECT NAME Project over the past 3 years. During that time he/she has proven to be a competent and dedicated manager who demonstrates the skills to lead major projects for our organisation.  First name fulfils the pre-requisite conditions required to enrol in the ELMP program and we believe his/her involvement in the program will further develop his/her project leadership capabilities.  We support his/her enrolment in the program and commit to support his/her career development through and post-completion of the program.  We agree to full payment being met prior to attendance at the program, including AU$29,000 (plus GST) for tuition and materials, and AU$9,500 (plus GST) for accommodation, meals and group ground transport for Block 1, 2 and 3.  Kind regards  INSERT Executive name sponsoring participation |