

# Sample reference letter from employer

(Letter head of the Company)

(Date)

To Whom It May Concern:

Accreditation Examination for  
Non-English-and-Chinese-Speaking Tourist Guides

This is to certify that Mr / Ms (full name), holder of HKID card no. **xxxxxxx**, has been employed by our company as (title, e.g. interpreter / travel consultant /...) since (date). As Mr / Ms (family name) is unable to take the designated tourist guide training courses because of his / her inability to understand Chinese and English, we would like to recommend him / her to sit the above examination through self-study.

For any further questions, please contact (name, title, department) on (phone number).

Sincerely yours

(signature & company chop)

(name of signatory)

(title / department)

(company name)