**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

(PLEASE INCLUDE THE HIGHLIGHTED PARAGRAPH)

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| Date Month 2021Michael CurtinDirector, Executive Leadership in Major Projects programAssociate Professor of Practice, John Grill Institute for Project LeadershipTHE UNIVERSITY OF SYDNEYLevel 2 | 21 Ross Street (K06A)Dear MichaelI 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 for the program being met prior to attendance at the program, including AU$25,000 (plus GST).Kind regardsINSERT Executive name sponsoring participation |