

SAMPLE OF EMPLOYEE
COMMITMENT LETTER

(Company Stationery)

(Date)

Executive MBA Program Admissions
Olin Business School
Washington University in St. Louis
Campus Box 1158
One Brookings Drive
St. Louis, MO 63130-4899

Admissions Committee:

(Name of Candidate) is employed with (Name of Organization) as (Title). (Name of Candidate) has been in our employ for (Number of Years). As an organization, we have spoken with (Name of Candidate) and reviewed the class calendar together for Executive MBA program at Washington University. We wish to verify (Name of Organization) is sponsoring (Name of Candidate) in Olin's Executive MBA (Semester, Year) class. (Name of Organization) understands the time required away from work as and has reached an agreement of support with (Name of Candidate). (Name of Candidate) is a valued employee, and we are pleased to provide this support.

Sincerely,

Signature Block