

Template for email approval in lieu of Employer Consent Form

Note for applicants: The following template may be used for seeking email approval from the HR/ other authorized company representative. An email containing the duly completed format below must be sent from the official email ID of the HR representative to the official email ID of the Employee (candidate applying to the BITS Pilani programme). The applicant must take a print of the email, and submit a scanned copy of the same along with other supporting documents through the Online Application Center.

This is to certify that Mr./ Ms.____ <applicant name>_____, with _____ <Employee ID No.>_____ is presently working with _____ <organization name>_____, and has been employed with the organization since _____ <date of joining>_____. We are aware that Mr./ Ms.____ <applicant name>_____ has applied for the BITS Pilani _____ <programme name>_____ for working professionals.

This is to certify that our organization supports and willingly participates in this cooperative effort for conducting the work-integrated learning programme. We feel that this programme will be useful to the employees for their growth and also for our organization.

We are willing to participate in this educational process also by nominating a qualified senior professional from our organization /associate organization who will agree to act as a mentor and resource person for strengthening work-study integration. In case we are unable to provide mentor from our organization /associate organization, we in principle approve the selection of mentor from another organization as per the requirements of BITS Pilani.

Regards,

Name of HR Representative
Designation & Department
Employee ID & Location
