

AJF 2026 Sample Employer Support Letter

[On company letterhead]

Date: [DD Month YYYY]

Asia Journalism Fellowship
c/o Institute of Policy Studies
National University of Singapore
1C Cluny Road, House 5
Singapore 259599

To whom it may concern,

LETTER OF SUPPORT FOR <APPLICANT'S FULL NAME>

This letter confirms that **[Applicant's Full Name]** is employed by **[Company Name]** as **[Job Title]**.

If **[Applicant's Name]** is selected as an Asia Journalism Fellow (AJF) 2026, our company will support the participation and confirms that **[Applicant's Name]** will be released from work commitments for the full duration of the fellowship, **6 July 2026 to 28 August 2026**, including:

- **Online phase (6 July to 31 July 2026)**
At least twice a week on weekdays, for up to three hours per session, and we will allow **[Applicant's Name]** to attend these sessions
- **Singapore phase (3 August to 28 August 2026)**
We will release **[Applicant's Name]** to travel to Singapore and participate full-time in the programme during this period

We support the objectives of AJF, which include strengthening professional skills, deepening understanding of trends shaping journalism and the media environment and building cross-border connections among journalists in Asia.

Thank you

Authorised Signature

Name:

Designation:

Contact number:

Email address: