

Technological and Higher Education Institute of Hong Kong 香港高等教育科技學院

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Our Reference 本局檔號

Your Reference 來函檔號

Thei

Member of VTC Group
VTC 機構成員

To: Employers of the Graduands from THEi

Dear Sir or Madam,

**THEi Graduation Ceremony 2019
5 and 6 December 2019 (Thursday and Friday)
THEi (Chai Wan Campus)**

The Technological and Higher Education Institute of Hong Kong (THEi) will hold a Graduation Ceremony (the Ceremony) to celebrate the graduation of its students on 5 and 6 December 2019 (Thursday and Friday) in THEi Chai Wan Campus. This will be an important occasion for our graduands, as they will receive public recognition of their academic achievements. It is also a proud moment that they will share with their parents and friends.

The bearer of this letter is a graduand of THEi who is eligible to attend the Ceremony and we would be most grateful if you could kindly allow him / her to take leave to attend it. We are most appreciative of your support.

Yours sincerely,



Professor HONG Christina
President
Technological and Higher Education Institute
of Hong Kong