Note: if you’re taking up the Certified Pharmacy Technician Course, we would require a letter from your supervisor/doctor to say that he/she is willing to endorse your clinical workbook for you. Sample letter as below. Thanks.

Dear Sir/Madam,

I would like to confirm that **Name of staff, NRIC of staff** is employed as a **Job Title** with **Company Name** from **Starting Date of Employment** till now.

I am very supportive towards his/her in attending the Certified Pharmacy Technician Course, and will make necessary arrangements for him/her during his/her course to ensure that he/she has adequate clinical exposure.

My pharmacist, **Name of pharmacist** will be committed to endorse and sign the clinical workbook for him/her.

Yours sincerely,

(Signature and Company Chop Here) (Signature of Pharmacist)

Name of Supervisor Name of Pharmacist

Date Date