**完成培訓聲明及確認函**

**Declaration and Confirmation Letter on the Completion of Training**

致 : 「遙距營商計劃」秘書處

To : The Secretariat of Distance Business Programme

本獲資助企業，\_\_\_\_\_\_\_\_（公司名稱）\_\_\_\_\_\_\_\_\_\_\_\_，謹作出下列聲明及確認 :-

The Grantee, \_\_\_\_\_\_\_(Company Name)\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare and confirm that :-

本獲資助企業的員工已接受和參與有關「遙距營商計劃」（申請號碼：DB-\_\_\_\_\_\_\_\_\_\_\_\_\_）項目下由資訊科技服務供應商提供的僱員培訓。培訓的詳情如下 :-

The employee(s) of the Grantee has/have\* attended the training delivered by the relevant IT Service Provider under Distance Business Programme (Reference No.: DB-\_\_\_\_\_\_\_\_\_\_\_\_). Details of the training are as follows :-

|  |  |  |
| --- | --- | --- |
| 方案一  Solution 1 | 培訓內容 Training Scope |  |
| 日期 Date |  |
| 開始時間 Start time |  |
| 結束時間 End time |  |
| 地點 Venue |  |
| 所有導師名稱\*  Name(s) of trainer(s)\* |  |
| 所有接受有關培訓的僱員名稱\*  Name(s) of employee(s) who have received the training\* |  |
|  |  |  |
| 方案二  Solution 2 | 培訓內容 Training Scope |  |
| 日期 Date |  |
| 開始時間 Start time |  |
| 結束時間 End time |  |
| 地點 Venue |  |
| 所有導師名稱\*  Name(s) of trainer(s)\* |  |
| 所有接受有關培訓的僱員名稱\*  Name(s) of employee(s) who have received the training\* |  |
|  |  |  |
| 方案三  Solution 3 | 培訓內容 Training Scope |  |
| 日期 Date |  |
| 開始時間 Start time |  |
| 結束時間 End time |  |
| 地點 Venue |  |
| 所有導師名稱  Name(s) of trainer(s)\* |  |
| 所有接受有關培訓的僱員名稱  Name(s) of employee(s) who have received the training\* |  |

\*必須與香港身份證或護照或其他身份證明文件上的英文姓氏及名字完全相同

\* Must be identical to the name as shown on Hong Kong Identity Card or passport or other identity document

代表 \_\_\_\_（公司名稱）\_\_\_\_\_\_\_\_\_

For and on behalf of \_\_\_\_(Company Name)\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（簽名及蓋章）\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature and Company Stamp)

姓名 :

Name :

職位 :

Position :

日期:

Date :

*\*刪除不適用*

*\*delete the inappropriate*