

These sample letters shall be used only as a guideline. All letters should be addressed as stated in the sample letters.

### Sample Letter of Support from Employer

(Please limit this letter to **ONE PAGE**. Company stationery may be used.)

Date

ASME Nominating Committee  
c/o RuthAnn Bigley  
6034 Delphina Loop  
The Villages, FL. 32163

Dear Members of the Nominating Committee:

I, (employer's name) fully support (Candidate's name) for the ASME position of (position running for)

(The employer should acknowledge, but limited to, the following items:

1. The ASME Society Officer position the Candidate is running for and the term for the position.
2. Convey to the Nominating Committee that their Company/Institution is supportive of the Candidate.
3. Understands and supports the amount of weekly time/travel needed for the Candidate to be an effective ASME Officer.
4. Understands that their employee's financial expenses will not be covered 100% by ASME. (See ASME Policy 4.5 below)
- 5. In a paragraph, speak on 2 to 3 qualities and personal attributes the Candidate has that will make them successful in their contributions as an ASME Society Officer.)**

Sincerely,

(The writer's name and title)

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Policy-4.5, 4/25/08

As a learned technical society, ASME expects that members who participate in the activities of the Society will normally be responsible for the expenses that they incur as part of their participation. In return, member participation contributes strongly to the professional growth of the engineer. Employers of ASME members benefit greatly by the professional growth of their employees. Because of these benefits to both employer and employee, it is expected that the member will be able to obtain travel costs from his or her employer, his or her own funds, or from other sources.