

FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

Ruj. Kami (Our Ref) : UTeM.25.01/600-6/3/5 (D032210404)

22 June 2024

Ruj. Tuan (You Ref) :

TO WHOM IT MAY CONCERN

Dear Sir / Madam

Universiti Teknikal Malaysia Melaka (UTeM)
Student Industrial Training Programme
Training Session : 15/07/2024 to 20/09/2024

Universiti Teknikal Malaysia Melaka (UTeM) is a public university (UA) under the Ministry of Education Malaysia, established on 1st December 2000. UTeM currently offers undergraduate and postgraduate programmes in various fields e.g. Electronic and Computer Engineering, Electrical Engineering, Mechanical Engineering, Manufacturing Engineering, Engineering Technology, Information & Communication Technology (ICT) and Technology Management & Technopreneurship. The industrial training for a period of approximately 10 weeks is compulsory for the Diploma Programmes in UTeM.

2. With reference to the above, we wish to acknowledge that the bearer of this letter is the student of University Teknikal Malaysia Melaka (UTeM). We will be very grateful if you can consider the application of industrial training placement in your company for the duration specified above.

Student Name : MUHAMMAD SAIFFUDDIN BIN AHMAD FAUZI
Identity Card No. : 041130101493
Matric No. : D032210404
Programme : DIPLOMA IN COMPUTER SCIENCE

3. Should the company agree to accept or not this student, please complete the attached "Reply Form" to be submitted to the university one month before.

4. Should there be any queries with regards to the above, please do not hesitate to contact Faculty Industrial Training Coordinators as below :

Name : TS. HANIZA BINTI NAHAR
Tel No. : +606-2702498
Fax No. : +606 2701048
Email : haniza@utem.edu.my
Url : <http://ftmk.utem.edu.my/web/>

5. Thank you in advance for your kind consideration and participation in UTeM student Industrial Training Programme.

Your Sincerely

PROFESOR MADYA TS. DR. MOHD SANUSI BIN AZMI
Dean

FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY
On behalf of Vice Chancellor
Universiti Teknikal Malaysia Melaka (UTeM)

This letter is computer generated, no signature is required

REPLY FORM
(To Be returned to UTeM)

Our Ref :

22 June 2024

NEXTLABS (MALAYSIA) SDN. BHD. - KL OFFICE
D-13A-02, MENARA SUEZCAP 1 KL GATEWAY 2, JALAN KERINCHI
59200 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
Tel No. : 03-7931 9281
Fax No. : -
ROC No. :

To,
FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

Dear Sir / Madam,

UTeM STUDENT INDUSTRIAL TRAINING PROGRAMME
TRAINING SESSION : 15/07/2024 - 20/09/2024

With reference to the above we **agree / disagree** to accept the student as mentioned below to undergo industrial training at our company for the period specified above :

Student's Name : MUHAMMAD SAIFFUDDIN BIN AHMAD FAUZI
Identity Card No. : 041130101493
Matric No. : D032210404
Programme : DIPLOMA IN COMPUTER SCIENCE

2. This student will be located at :

Department : _____
Address : _____

(Please take note : Virtual office is not allowed and working from home can only be done during the Covid 19 Pandemic only)

Scope of Training : _____
(Compulsory) : _____

3. Thank you.

Yours Sincerely,

Office's Name : ELLENA BINTI AMIR
Position : OPERATIONS MANAGER
Email : ellena.amir@nextlabs.com

Company's Stamp :

Acceptance of Industrial Training Placement (upon faculty's approval)

I MUHAMMAD SAIFFUDDIN BIN AHMAD FAUZI Identity Card No. 041130101493 hereby **agree / disagree** to accept the placement offered. In the case that i have accepted the placement offered, i promise to abide by the rules / regulations of the company and UTeM.

.....
(Student's Signature)

.....
(Date)

SEBUAH UNIVERSITI TEKNIKAL AWAM





SEBUAH UNIVERSITI TEKNIKAL AWAM

