

# CONFIRMATION LETTER

Cherry Lyn C. Sta. Romana

Dean

College of Computer Studies

Cebu Institute of Technology - University

N. Bacalso Avenue, Cebu City

Dear Prof. Sta. Romana,

This is to confirm that Mr. James A. Abilong has been accepted by our company as On-the-Job Trainee.,

He shall report to our office starting \_\_\_\_\_. He shall be reporting to the Department of \_\_\_\_\_, under the supervision of \_\_\_\_\_.  
He shall have the following schedule:

Time : \_\_\_\_\_  
Days : \_\_\_\_\_

Furthermore, our company requires the following from On-the-Job Trainees:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you very much.

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
e-mail address : \_\_\_\_\_