

KIPKEMOI SALAT,  
Kabarak University,  
p.o.box 715  
kitale

18<sup>th</sup> July 2023

Manager  
Kenya Seed Company  
959-20100 Nakuru

Dear Mr. **KIPCHUMBA NGETICH**

Subject: [Final Report on Attachment at Kenya Seed Company](#)

I hope this letter finds you in good health and high spirits. My name is Caleb Salat, and I am a student at Kabarak University. For the past three months, from 8th May to [Date], I have had the privilege of being attached to the ICT Department at Kenya Seed Company. I am writing to provide you with a summary of my experience during the attachment period.

My time at Kenya Seed Company has been an invaluable learning experience. Throughout my attachment, I had the opportunity to gain technical skills and hands-on experience in various aspects of information and communication technology. I was exposed to the latest software, hardware, and network systems used in the company. The practical knowledge acquired during my attachment has significantly enhanced my academic foundation and prepared me for future challenges in the field of ICT.

One of the most significant takeaways from my attachment is the importance of effective communication. I had the privilege of interacting with the employees in the company, which allowed me to understand the significance of clear and concise communication within a professional environment. This experience has greatly improved my interpersonal skills, and I now appreciate the value of open communication in fostering teamwork and collaboration.

Moreover, I have come to understand the critical role of time management in achieving success. The fast-paced environment at Kenya Seed Company has taught me to prioritize tasks efficiently and manage deadlines effectively. I have learned that punctuality and meeting deadlines are essential factors that contribute to the overall productivity and success of a company.

I am sincerely grateful to the entire ICT team at Kenya Seed Company for their guidance and support throughout my attachment. Their mentorship has been instrumental in my growth and development as an aspiring ICT professional. I am also thankful to the company for providing me with this valuable opportunity to apply my academic knowledge in a real-world setting.

In conclusion, I am confident that my attachment at Kenya Seed Company has been a mutually beneficial experience. It has not only enriched my technical skills but also instilled in me a deeper appreciation for the importance of communication and time management in a professional setting.

Once again, thank you for giving me the chance to be a part of Kenya Seed Company, and I look forward to applying the knowledge and experiences gained here to my future endeavors.

Yours sincerely,

Caleb Salat

+254727845605

[skipkemoi@kabarak.ac.ke](mailto:skipkemoi@kabarak.ac.ke)