DATE

**HEMANTH NIRANJANA**

Head of Operations

CEO-OXYMARS NeoDoct Inc

245 Park Avenue, 39th Floor,

Manhattan, New York, 10167

**Re: Internship Endorsement**

Dear **Ma’am/Sir:**

Greetings from the Country’s 1st Polytechnic U!

The Institute of Technology, Diploma in Office Management Technology will undergo their **300-hour On-the-Job Training** this 2nd Semester of the Academic Year 2024-2025. This initiative is integral to our educational strategy and is designed to provide our students with practical, real-world experience that complements their academic coursework.

The internship program aims to:

1. **Enhance Practical Skills**: Students will have the opportunity to apply theoretical knowledge in a practical setting, thus bridging the gap between classroom learning and real-world application.
2. **Professional Development**: Students will develop essential soft skills such as communication, teamwork, and problem-solving, which are critical for their professional growth.
3. **Industry Exposure**: By working closely with industry professionals, students will gain valuable insights into their chosen field, understand industry standards, and build professional networks.

In this regard, we respectfully endorse that our student, Name of Student, undergo on-the-job training from your prestigious establishment. We believe your esteemed organization would be an excellent fit for our internship program. Under your guidance, we are sure that our students will acquire a great deal of experience and expertise, which will benefit your company.

Thank you very much for your kind response and assistance.

Respectfully yours,

# NAME

Internship Adviser

Noted by:

**ASST. PROF. MAY ROSE M. VILLEGAS**

OJT and QA Coordinator

**ASST. PROF. ZENAIDA S. BONAOBRA**

Chairperson, Office Management and Information Tech. Dept.