

To
Head: Corporate Communication
Training and Placement
Ahmedabad Institute of Technology
Central Office: Block "A" Room No 005
Near Vasanatnagar Township
Gota Ognaj Road: Ognaj
Ahmedabad 380060

Dear Sir:

Sub: Invitation for the Industrial Visit

We wish to invite the students of your College to visit our Industry.Factory.Manufacturig Process House/ Business and Work Place for the study purpose and to give them an over view of the industrial activities and scenario to enable them to enrich their education

1. We agree to provide free to and fro facilities from your College to our Place and back
2. We agree to provide them all the possible technical knowledge of our Company
3. We agree to allot a special expert to let them study our activities
4. We agree to provide them all courtesy such as Lunch Tea Refreshment etc
5. We also agree to offer them a Paid Summer Training if they are selected by us and they wish
6. We expect a Visit Report and Findings by them for our records
7. We expect the adherence of Safety Rules and any other norms our Company from the Students
8. We expect strict discipline during the Visit of your students
9. The students should be accompanied by a HOD/Professor/ and Representative your Dept
10. Any other arrangement to be decided mutually

Authorized Signatory
Name of the Company
Web Site of the Company
Name of the Officer:
Address and Phone Nos