

FOCS EmpF02: Company Acceptance Letter

(Please send reply through the student within 5 working days after the interview)

(Company Name & Address)

Date (dd/mm/yyyy): _____

Industrial Training Programme Coordinator
Tunku Abdul Rahman University of Management and Technology
Kuala Lumpur

To Whom It May Concern:

Industrial Training Programme

With reference to the above, we wish to inform you that:

1. We are able to accept _____,
NRIC _____, **Student ID** _____ for practical training in our
organisation from 26 Jan 2026 to 12 Jul 2026 .

2. The student will report to _____ **of** _____
(company supervisor name) (department name)

3. Nature of work(s) (Please tick (✓) whichever apply):

☐ **Computer Science & Mathematics based:** *(Computer Science/Management Mathematics, etc)*

☐ **ICT based:** *(Programming/Networking/ Technical/System Support/ Internet Security/Games Technology, etc)*

[Please indicate the programming languages/databases used, if relevant]

☐ **Other related tasks** *(not applicable for sales and marketing)*

4. Allowance per month : _____

5. Working Days (eg. Monday-Friday): _____

6. Working Hours (eg. 9am – 5pm) : _____

7. Travelling required? : ☐ No ☐ Yes, Location: _____

8. Travelling allowance (if any) : _____

9. Accommodation provided? : ☐ No ☐ Yes, Address: _____

10. Location of training : _____

(if different from the company address)

11. Other job requirements / conditions: _____

We fully understand that we are not allowed to request, use or borrow any form of resources (e.g. Laptop, PC, Software, etc) which belong to the students, to be used for performing any organisational related tasks, whether at the office, customer's place or home.

Yours sincerely

Signature (Person-in-charge of industrial training)

Name : _____

Designation : _____

Email : _____

Tel No. : _____

Fax No : _____

Website : _____

Company stamp

I hereby agree to accept the above offer,

Student's Signature
Name :
Date (dd/mm/yyyy):