

Letter of Endorsement

<Date>

<Mr./Ms. CONTACT PERSON>

<Position>

<Company Name>

<Company Address>

Dear Sir/Madam:

The bearer _____, a bonafide student of _____ would like to undergo Practicum/On-the-job Training for _____ hours in your company/institution, as one of the academic requirements for graduation for the degree of _____.

If accepted by your company/institution, he/she will have to abide by your rules and policies, especially in office decorum and discipline. He/she may be assigned for training in any of the following tasks:

- Data Encoding
- Conduct of IT-Related Research
- Technical Support
- Customer Service
- Program Development
- Office Works (answering phone calls, photocopying, record keeping)
- Familiarization of the functions/jobs done by the employees handling “Computer or IT related” work in the firm.

Thank you for the accommodation that you can extend to our students. We hope he/she will be able to comply with the standards and meet the expectations of your company.

Very truly yours,

<College Dean/Chair's Name>

<School Name>