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>