

[To be issued On the company's letter head]
Relieving Letter from the Long-Term Internship Program
(Annexure Form-L6)

Date:

Subject: Intern's Relieving Letter to carry-out the due academic requisites at RGUKT-Nuzvid-Reg.,

Reference: 1. 'Offer Letter' by the Company, dated _____.

2. 'Relieving Letter' No. _____
dated _____.

3. 'Joining Letter' of the Intern, dated _____.

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In accordance with the subject and references cited above, it is certified that Mr./Ms. _____ bearing I.D.No.(college) _____ participated in the Long-Term Internship Program from _____ to _____ ie., for _____ months and completed successfully.

He/she is relieved from the internship duties at company w. e. f., _____.

This Relieving Letter is issued to complete due academic requisites at the university. And the intern is supposed to report to the company on/before _____ fails to do so his/her internship will be kept on hold till the company receives information from the intern. If information is not received within 15 days after the due date, the necessary proceedings will be initiated against the intern as per the agreement made between the company and the intern at the time of joining.

During the Program the intern's performance and conduct has been found _____.

[Note: If it is unsatisfactory, please mention the reasons to substantiate the same.]

Signature of Supervisor/Guide/Advisor

(Office Seal)

Name of the Supervisor/guide/Advisor

(_____).

Note: Scanned copy of this letter to be mailed to the aracad.nuz@rgukt.in.

And also send the hard copy in the envelope to the address mentioned in the mail.