



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI

**PLACEMENT SECTION**

To,

The In-Charge, Placement Cell

**Subject: Request for No Objection Certificate/Recommendation Letter/ Bonafide Certificate.**

I, \_\_\_\_\_, Roll No. \_\_\_\_\_

Department \_\_\_\_\_, Course \_\_\_\_\_,

Semester \_\_\_\_\_, wish to apply/got selected for Summer/Winter/Final Semester

Internship at (Company) \_\_\_\_\_

located at \_\_\_\_\_ for

the role of \_\_\_\_\_. The internship is for a duration of \_\_\_\_\_

month(s) from \_\_\_\_\_ to \_\_\_\_\_ in Virtual/Physical mode.

Therefore, I kindly request you to issue me a No Objection Certificate/Recommendation Letter/

Bonafide Certificate to support my application for this internship. Further, I hereby declare that

I have understood the terms of the internship, Internship policy of the institute and assure you

that I will not miss any academic activities during this period.

*Enclosed:*

- 1. Offer letter/Confirmation mail/Advertisement of internship, containing Internship details from organisation.*
- 2. N.O.C. format (if applicable).*

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ (Student's Full Name)