

SLTC Research University, Ingiriya Road, Padukka, Sri Lanka.

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Dear Sir/Madam,

LETTER OF REQUEST FOR INTERNSHIP PLACEMENT FOR AN UNDERGRADUATE

SLTC Research University is the only corporate-powered, research-based, fully residential University in the Country. We strive to be the "Center of Excellence" for developing students' potential to benefit Sri Lanka and the world. The SLTC commits to producing a new brand of graduates capable of uplifting the quality of life of societies where they live and crafting our programs to encourage entrepreneurship while ensuring the highest employability.

The student whose name is shown below has successfully completed three years and six months of rigorous academic activities, the curricula geared to prepare him/her for the industry, and the skills and competencies required to succeed in a professional environment. The six-month industrial training period is included as a mandatory component in the said curriculum. It requires them to complete during their undergraduate training aimed at transforming them into skilled professionals.

We would like to notify you that it is compulsory that the intern should be occupied with work at all times. The industry should engage the intern diligently in any task assigned within the scope of the subject and expertise.

We, SLTC, shall be grateful to you for providing this opportunity to undergo the planned industrial training which makes her/him a successful graduate.

Course:

Student register no	Name of student	National ID no	Contact	Email

Thanking you

Yours faithfully,

Rupasinghe Susantha
(BA,PGDE(UOC),MBA(UK)
Lead - Industry Liaison