**ENDORSEMENT LETTER**

Sir / Madame:

This is to introduce \_\_\_\_\_\_, who is a grade 12 Senior High School student enrolled in our school under the K to 12 programs with Strand in **TVL-ICT PROGRAMMING**, and to further endorse (his/her) application with your company to undergo WORK IMMERSION for 80 hours as a requirement of the curriculum for graduation. We believe that schools must link up with industry in order to update, upgrade and make the education of our youth more relevant to the actual needs of the industry. It is in this regard that we request you to give such opportunities to our students by allowing them to do part time work with your company. Together with this letter is an Acceptance Form.

We request that said form be accomplished and returned to this office upon acceptance of our student in your company. We are confident that given the opportunity, our student will be an asset to your company.

Thank you for the favorable action and we look forward to a more fruitful linkage with you.

Very Truly Yours,  

Adonis Maynard Pilonggo

*Work Immersion Teacher*