



7 June 2019

**TO WHOM IT MAY CONCERN**

**LETTER OF COMMENDATION FOR CHRISTOPHER (ITE CENTRAL INTERNSHIP PROGRAMME APRIL 2019)**

This is a letter of commendation for Christopher for his outstanding performance during his internship with our organization, Tech Dynamic Pte Ltd.

Christopher was assigned to Tech Dynamic as a **Junior Engineer (Intern)**, as part of ITE College Central's 10 week Internship Programme from **1 April 2019 to 7 June 2019**. Due to his good conduct and performance, he was offered the opportunity to continue as a part-time Technical Support Executive till 30 June 2019.

During his internship, Christopher was tasked to assist the Systems Engineering Team with various projects as well as other departments in the organization as needed.

Christopher is a pleasant and well-mannered young man who got along very well with all his supervisors and teammates. His respectful, considerate and responsible manner made him a favourite with the supervisors and managers overseeing him. Despite his young age, he knows how to conduct himself professionally and with maturity. He displays strong EQ, team-spirit and leadership skills. He is calm and confident when deployed to work independently.

We appreciate the fact that Christopher is very focused and responsible in seeing all his tasks through. He was a great help to the organisation, performing such tasks as:


- i) Installation/Configuration/Maintenance of Devices and Systems
- ii) Preparation and Quality Checking of Goods and Materials
- iii) Technical Support and Customer Service.
- iv) Functional Testing of Hardware Devices.
- v) Preparation of Reports and Documentation.
- vi) Work Safety and Housekeeping



Throughout the internship, Christopher has shown good conduct, strong people-relationship skills and leadership abilities. We have no doubt that with his many positive traits and great attitude; he will do very well in life. We will not hesitate to offer him a position in our organisation in the future should he so wish to consider a career here. We will also be more than happy to recommend him to any institution for further education or to any other employer. We wish him every success in his future.

Yours Faithfully



  
Elizabeth San (Ms)  
HR & Admin Manager  
Tech Dynamic Pte Ltd