Company name:      

Company address     

Company telephone:

Date: Thursday, July 24, 2014

To whom it may concern,

This letter is to verify that student       is currently working at the company under my supervision for the student’s industrial attachment programme. You understands and agree the list of documents:

1. *Final Report By Organization Mentor*
2. *IA Registration Form By Organization*
3. *Periodic Report (4-Week) By Student*
4. *Statement of Understanding By IVE IA Coordinator*

, and prefer to use the environmental friendly electronic format documents instead of hardcopy documents.

Start date:

End date:

Weekly hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor post:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Student signature* | *Company chop* | *Mentor signature* |