

USE THE OFFICIAL STI LETTER HEAD

<DATE>

<RECRUITMENT OFFICER>

<Specific Designation>

<Company Name>

<Company Address>

Dear **Mr./Ms. <Recruitment Officer's Surname>**:

STI, in its dedication to further enhance the development of our students, requires them to undergo the On-the-Job Training (OJT) Program. This program aims to help our students develop competencies in their chosen field by arming them with the basic experience, knowledge, and attitude essential to aid their transition from being a student to being part of the workforce.

With this, we request your good office to be our partner in achieving this goal by agreeing to be the Host Company for **<STUDENT TRAINEE'S NAME>**, a Bachelor of Science in <Course/Program> student, for a total of **<# of hours>** hours.

We believe that the experiences and lessons <he/she> will earn from your office will greatly complement the knowledge, skills, and attitude that he has acquired from our school.

Should you have any question, kindly contact the undersigned at **<OJT ADVISER'S CONTACT NUMBER>** and/or email **<OJT ADVISER'S EMAIL ADDRESS>**.

Thank you.

Respectfully yours,

<OJT ADVISER'S NAME>

OJT ADVISER

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<OJT ADVISER'S NAME>

OJT ADVISER

RECEIVING COPY

COMPLETE NAME:

SIGNATURE:

DATE: