Date: db

Dear an:

You are hereby chosen as adviser of following students listed below

|  |  |  |
| --- | --- | --- |
| Name | Course | Major |
| Student1 | Course1 | Major1 |
| Student2 | Course2 | Major2 |
| Student3 | Course3 | Major3 |
| Student4 | Course4 | Major4 |
| Student5 | Course5 | Major5 |

who proposed to work on a project entitled **ResearchTitle** as partial fulfillment of the requirements for the degree, Bachelor of Engineering Technology.

It is hoped that through your expert guidance, your advisee will strive for the early completion of the project and the accompanying project report.

In an event that you will withdraw as adviser, kindly notify the concerned students, subject teacher, and department head in order to properly assess and address the situation.

Thank you very much.

Very Truly Yours,

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**DitHeadName**

Department Head

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|  |

**Conforme:**

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A

Thesis Adviser

Date