

**FOCS EmpF02: Company Acceptance Letter**

*(Please send reply through the student within 5 working days after the interview)*

\_\_\_\_\_  
(Company Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Industrial Training Programme Coordinator  
Tunku Abdul Rahman University College  
Kuala Lumpur

To Whom It May Concern:

**Industrial Training Programme**

With reference to the above, we wish to inform you that:

**1. We are able to accept** \_\_\_\_\_,  
**NRIC** \_\_\_\_\_, **Student ID** \_\_\_\_\_ for practical training in our  
organisation from 13-02-2023 to 30-07-2023.

**2. The student will report to** \_\_\_\_\_ **of** \_\_\_\_\_  
(company supervisor name) (department name)

**3. Nature of work(s) (Please tick (✓) whichever apply):**

☐ **Computer Science & Mathematics based:** *(Computer Science/Management Mathematics, etc)*

\_\_\_\_\_  
\_\_\_\_\_

☐ **ICT based:** *(Programming/Networking/ Technical/System Support/ Internet Security/Games Technology, etc)*

\_\_\_\_\_  
\_\_\_\_\_

*[Please indicate the programming languages/databases used, if relevant]*

\_\_\_\_\_  
\_\_\_\_\_

☐ **Other related tasks** *(not applicable for sales and marketing)*

\_\_\_\_\_  
\_\_\_\_\_

**4. Allowance per month** : \_\_\_\_\_

**5. Working Days (eg. Monday-Friday):** \_\_\_\_\_

**6. Working Hours (eg. 9am – 5pm)** : \_\_\_\_\_

7. Travelling required? : ☐ No ☐ Yes, Location: \_\_\_\_\_

8. Travelling allowance (if any) : \_\_\_\_\_

9. Accommodation provided? : ☐ No ☐ Yes, Address: \_\_\_\_\_

10. Location of training : \_\_\_\_\_

\_\_\_\_\_  
(if different from the company address)

11. Other job requirements / conditions: \_\_\_\_\_

\_\_\_\_\_

*We fully understand that we are not allowed to request, use or borrow any form of resources (e.g. Laptop, PC, Software, etc) which belong to the students, to be used for performing any organisational related tasks, whether at the office, customer's place or home.*

Yours sincerely

\_\_\_\_\_  
**Signature** (Person-in-charge of industrial training)

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Tel No.** : \_\_\_\_\_

**Fax No** : \_\_\_\_\_

**Website** : \_\_\_\_\_

Company stamp
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I hereby agree to accept the above offer,

\_\_\_\_\_  
Student's Signature  
Name :  
Date (dd/mm/yyyy):