

Warning Letter to Intern

SECTION 1 (to be filled up by Company Supervisor)

Name (Mr. / Ms.): _____

Designation: _____

Company Name: _____

Intern Name: _____

Description of problem or offences committed by intern (state date & time if applicable):

(Signature and Name)

Date:

Company stamp with address

Warning Letter to Intern

SECTION 2 (to be filled up by intern)

I, _____ MyKad: _____ understand and acknowledge the warning as highlighted in SECTION 1. I apologize for my actions and I will endeavor to improve myself and perform my job to the company's expectations during my internship period. I also understand that if I fail to do so, I will face the possibility of my internship grade being downgraded or in the worst case scenario, failing the internship as a whole.

(Signature and Name)

Date:

Note: The Company Supervisor is required to scan and email this warning letter to the TAR UC Industrial Training Committee at focs_itp@tarc.edu.my.