



JIMMA UNIVERSITY

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From: University Industry Linkage and Technology Transfer Director
Jimma Institute of Technology (JiT), Jimma University
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Ref.No: UIL-TT/JiT/37/15

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Date: 6 / 02/2023

To: _____

Subject: Requesting Internship Place for Year VI Engineering Students

At the onset we would like to forward our heartfelt gratitude for the cooperation rendered in the past and your future willingness to involve in this practice oriented engineering education program. On Job Training (OJT) or internship program is the best option available for the practice oriented engineering program to educate students, identify the company problems, involve professors in company need based researches and make use of the experts in the company.

In Jimma Institute of Technology (JiT), the training program is scheduled during the second semester of every academic year, starting from end of April 2023G.C. and the students will for two months under the supervision of your reputed company.

Therefore, we ask your good office to accept our students and give confirmation as in the following table. Please put your signature & company stamp for official acceptance confirmation.

S.N.	Students Name	ID No	Department
1			
2			
3			

Kind Regards,

Shewangizaw Werkagegnehu
Director, University Industry Linkage
and Technology Transfer



Confirmation
Signature and
Company Stamp
Here