

**HEAD OFFICE**

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**Port Harcourt Office**

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ONWUKA DIVINE ODINAKA  
FACULTY OF SCIENCE  
RIVERS STATE UNIVERSITY, NKPOLU-OROWORUKWO  
PORT HARCOURT.

Dear Onwuka Divine Odinaka ,

**YOUR ENGAGEMENT AS AN INTERNE (UNDER THE STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME-SIWES) 2025**

I herein wish to notify you that sequel to your application to undertake the mandatory three (3) months Students' industrial Work Experience Scheme in our establishment, Management has considered your application favourably. You are therefore to be engaged for the SIWES in this establishment under the following terms and conditions.

- (a) The duration of your engagement in our firm under SIWES spans SEPTEMBER 30<sup>th</sup> 2025- DECEMBER 31<sup>st</sup> 2025.
- (b) Please note that your engagement in our organization **DOES NOT** translate to automatic employment after SIWES.
- (c) While in the company's service during this period, you are expected to diligently undertake all duties assigned to you.
- (d) Your daily working hours shall be 8:00am-5:00pm (Monday-Friday). However, due to Operational exigencies, you may be required to work extra hours on these days or during Weekends and public holidays. Meantime, your lunch/break time shall be 12:00noon-1:00pm.
- (e) During your engagement in our establishment, you are expected to conform with company's rules consumption of prohibited substances while on duty, smoking within the precincts' of the office, truancy, fighting, stealing and other misconducts.
- (f) The company reserves the right to summarily dismiss/disengage you, if at any time considers your product inappropriate or undesirable.
- (g) You are to ensure that you submit your daily activity reports to your supervisor.
- (h) In accordance with the company's policy, you are to provide a letter from your Guarantor attesting to your good behaviour within one week of assuming duty in the organization. In addition, you are required to submit two copies of your recent passport photographs to the Human Resources Department on assumption of duty.
- (i) If the terms/conditions of your engagement by this firm, as highlighted above are acceptable to you, please sign the Acceptance column as provided hereunder and return the copies of these documents to the HR Manager or the Regional Manager (Port Harcourt)

Accept Our Congratulations.

Kind Regards,

Emmanuel Okpuno  
Regional Manager

**OFFER ACCEPTANCE COLUMN**

I.....OF.....

.....HEREBY ACCEPT THE TERMS/CONDITIONS OF MY ENGAGEMENT AS SIWES INTERNE IN THIS ORGANIZATION AS  
STATED ABOVE.

SIGN.....DATE.....PHONE.....