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No.:.....

REPUBLIC OF ZAMBIA
MINISTRY OF TOURISM AND ARTS
OFFICE OF THE PERMANENT SECRETARY

KWACHA HOUSE
CAIRO ROAD
P.O. Box 30575
10101 LUSAKA

27th August, 2020

TO WHOM IT MAY CONCERN

Dear Sir/Madam

RE: RECOMMENDATION LETTER – MR. LUKUNDO SIKOMBE

I am pleased to write this letter of recommendation on behalf of Mr. Lukundo Sikombe on his internship at the Ministry of Tourism and Arts. This letter has been written to certify that Mr. Lukundo Sikombe has been undergoing an internship program at the Ministry of Tourism and Arts, which he began on the 4th of August 2020. During the past weeks, he has shown capability of working in an IT department with outstanding results.

Mr. Lukundo has a great commitment to his duties and an intuitive ability to problem-solving. His work ethic and professionalism have shown readiness to take on more responsibilities in the department. In addition, he has shown that he possesses the skills of problem-solving, advanced computer literacy, advanced writing skills, user teaching, communication and can work well with others.

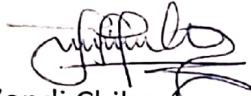
Some of the tasks he has completed are, installing software, troubleshooting problems such as internet connectivity, virtual meeting setup, assisting management during virtual meetings, perform diagnosis, maintenance of computers, organization hardware in the offices and the server room.

Furthermore he has been given a project in which he is expected to develop a web-based application and a database for the department of Human Resources.

All Correspondence should be addressed to the Permanent Secretary

Mr. Sikombe has shown willingness to learn and has so far completed tasks in good time. It is my firm belief that during his internship, he will learn vital skills for his career and he will be ready to take on even weightier duties in future.

Yours faithfully,



Zondi Chilembo

Data Manager

For/PERMANENT SECRETARY

MINISTRY OF TOURISM & ARTS