**Letter of Agreement**

(Advance Offboarding Process)

Mr. Renz Dinglasan

Officer in Charge of the UIP Program

MELHAM CONSTRUCTION CORPORATION

#27 Commonwealth Avenue, Diliman,

North Fairview, Quezon City

Dear Mr. Dinglasan,

I (**Name**), an intern at MELHAM CONSTRUCTION CORPORATION, would like to request for an advance issuance of my certificate of completion in regards to the fulfillment of my educational requirements to finish my educational program at (Name of College/University). Upon the issuance of my Certificate of Completion, I (**Name of Intern**), shall continue to settle/finish my remaining hours of my internship at MELHAM CONSTRUCTION CORPORATION. I am aware that as such instance that I have failed to comply in the agreement between myself and the company, my Certificate of Completion, as well as my performance report shall be considered as invalid/void.

Regards,

(Signature over Printed Name of Intern)

(Position)

(Signature over Printed Name of Intern)

(OJT Coordinator / Guardian)