

**CENTER FOR LINKAGES AND PLACEMENT****RECOMMENDATION LETTER**

January 12, 2026

**Mr/Ms. FULL NAME OF CONTACT PERSON**

[Position]

[Company Name]

[Company Address]

Dear **Mr/Ms. LAST NAME OF CONTACT PERSON**,

We are an educational institution responsible in helping and molding students to become qualified professionals in various industries. As part of the standard procedures and curriculum requirements, students go through actual experience in the specific industry of specialization through the **Internship / On-the-Job Training Program**. This program provides our graduating students the opportunity to apply their knowledge and skills in the industry.

In view of this, we request your prestigious establishment to accommodate our student-trainee/s to work with you for a period of **hours** to commence at your discretion, through an **onsite/hybrid** work arrangement.

**[Name of one (1) student-intern per letter]**

Requirements leading to **Degree** in **Program** have already been completed by our recommendee/s. The opportunity you extend to our students will certainly pave the way for their success as future professionals and productive citizens.

We shall remain grateful to you for your kind assistance and support.

Very truly yours,

**Name of Institute/College Internship Coordinator**

Institute/College Internship Coordinator

Name of Institute/College

**DATE SIGNED & STATUS (FOR CLP)**

**Noted by:**

**Approved by:**

**Name of Institute/College Dean**

Institute/College Dean

Name of Institute/College

**CYNTHIA MARGARETTA R. JOSE**

Director

Center for Linkages and Placement

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**ACCEPTANCE LETTER**  
*(to be completed by the training supervisor)*

We are pleased to accept the above-named student intern/s at (company) \_\_\_\_\_

and work (hours) \_\_\_\_\_ per day starting on (start date) \_\_\_\_\_.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Contact: \_\_\_\_\_

**IMPORTANT:**

Please ensure that you submit **2 copies** of the completely signed letter to the Center for Linkages and Placement. Additionally, bring your personal copy of the form on the clearance day as one of the main requirements.



CENTER FOR LINKAGES AND PLACEMENT

RECOMMENDATION LETTER

# EXAMPLE ONLY: DONT PRINT

August 4, 2025

**Mr. JUAN DELA CRUZ**  
HR Manager  
ABC Company  
St. Brgy. City

Dear **Mr. Dela Cruz**,

We are an educational institution responsible in helping and molding students to become qualified professionals in various industries. As part of the standard procedures and curriculum requirements, students go through actual experience in the specific industry of specialization through the **Internship / On-the-Job Training Program**. This program provides our graduating students the opportunity to apply their knowledge and skills in the industry.

In view of this, we request your prestigious establishment to accommodate our student-trainee/s to work with you for a period of **500 hours** to commence at your discretion, through an **onsite** work arrangement.

**ANDREA B. BRILLANTES**

Requirements leading to **BACHELOR OF SCIENCE** in **SUPPLY MANAGEMENT** have already been completed by our recommendee/s. The opportunity you extend to our students will certainly pave the way for their success as future professionals and productive citizens.

We shall remain grateful to you for your kind assistance and support.

Very truly yours,

Name of Institute/College Internship Coordinator  
Institute/College Internship Coordinator  
Name of Institute/College

DATE SIGNED & STATUS (FOR CLP)

**Noted by:**

**Approved by:**

Name of Institute/College Dean  
Institute/College Dean  
Name of Institute/College

CYNTHIA MARGARETTA R. JOSE  
Director  
Center for Linkages and Placement

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## ACCEPTANCE LETTER (to be completed by the company representative)

We are pleased to accept the above-named student intern/s at **ABC Company** and work **EIGHT (8)** hours per day starting on **September 16, 2025**.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Contact: \_\_\_\_\_

### **IMPORTANT:**

Please ensure that you submit **2 copies** of the completely signed letter to the Center for Linkages and Placement. Additionally, retain and bring your personal copy of the form on the clearance day as one of the main requirements.