



No 0654.02/105

Faculty of Business Administration
And Liberal Arts
Rajamangala University of Technology
Lanna
128 Huay Kaew Road, Chang Puek,
Mueang, Chiang Mai 50300
THAILAND

20 September B.E. 2567 (2024)

Dear Ms.Logini Sulochona Annamalai

Subject: Request for Acceptance of Student Trainee

The Faculty of Business Administration and Liberal Arts, Rajamangala University of Technology Lanna (RMUTL), would like to propose the placement of Miss Watcharaporn Ingkawara, 4th-year student majoring in the International Business Management Program, as trainee students in your esteemed organization.

In line with our Cooperative Education in International Affairs course, the objective of this program is to integrate theoretical learning with practical experience in a professional environment. The faculty respectfully requests that your organization consider accepting these students for practical training. We propose that the students undertake full-time trainee positions, during which they will be required to complete a project. This project should address a minor issue or challenge faced by your organization. The proposed training period is scheduled for the second semester of the 2024 academic year, from 17 November B.E. 2567 (2024) to 17 May B.E. 2568 (2025).

If you find this proposal acceptable, kindly complete and return the attached 'Acceptance Student Trainee Form' via email to sjiangprasert@gmail.com.

Sincerely yours,

(Associate Professor Kanthana Ditkaew)
Dean, Faculty of Business Administration and Liberal Arts

Acceptance Student Trainee Form

No.

Amari Kuala Lumpur Hotel

No. 3, Jalan Bangsar, KL Eco City 59200

Kuala Lumpur, Malaysia.

+603 2330 5800

Date.....Month.....Year.....

Subject: Request for Acceptance of Student Trainee

To: Dean, Faculty of Business Administration and Liberal Arts

Refer to Letter: No. 0654.02/105 register 20 September B.E. 2567 (2024)

In reference to your request for our organization to accept 4th-year undergraduate students from the English for International Communication Program, Faculty of Business Administration and Liberal Arts, Rajamangala University of Technology Lanna (RMUTL), for cooperative education internships during the second semester of the academic year 2024, from 17 November B.E. 2567 (2024) to 17 May B.E. 2568 (2025), we have reviewed your request and would like to inform you of the following decision:

☐ We are pleased to confirm our willingness to accept the following students for the cooperative education internship:

1. Miss Watcharaporn Ingkawara

Job Position / Job Description for Students at the Organization:

1.
2.

☐ We regret to inform you that we are unable to accept students for the cooperative education internship at this time.

This is for your information.

Sincerely,

(.....)

Position:

Please affix the organization's seal.