



TECHNICAL UNIVERSITY OF MOMBASA

Document: Form

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Title: INDUSTRIAL POST ATTACHMENT

Department: REGISTRAR ACADEMIC AFFAIRS

Issue No. 2

Revision No. 0

Date: 5th April 2018

All enquiries must be addressed to the Vice Chancellor

When replying quote: **TUM/ILO/POST/2016**

Date.....

Human Resource Manager

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Dear Sir/Madam,

RE: POST ATTACHMENT

This is to introduce Mr/Mrs./Ms/Miss.....student Number.....of Technical University of Mombasa who completed 1/2/3/4/5 year of certificate/Advance Certificate/Diploma /Higher Diploma/Degree course inin the Department of

The aim of this letter is to request you to offer him/her a place for industrial Attachment in your organization for the period betweenand.....2016 to enable the students acquire practical skills and exposure to real life working situation as he/she is still aspiring to pursue.....

We thank you in advance and appeal for your continued support and co-operation and hope that you will find the student to be of help to your organization.

Yours faithfully,

Assistant Registrar-Industrial Liaison

For: **THE REGISTRAR ACADEMIC AFFAIRS**

Student`s Personal Address.....

Mobile. No.....



TUM is ISO 9001:2015 Certified

Tom Mboya Avenue P.O Box 90420-80100 Mombasa, Kenya

Tel:(254) 2492222/3/4Fax:(254)2495632MOBILE NO:0724955377/0733955377

Email:prmsapoly@kenyaweb.com Website :http://www.mombasapoly.ac.ke