

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/RAA/022	
	Title: INDUSTRIAL ATTACHMENT		
	Department: REGISTRAR ACADEMIC AFFAIRS		
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All enquiries must be addressed to the Vice Chancellor

When replying please quote: _____ Date: _____

Human resource Manager

Dear Sir/Madam,
RE: INDUSTRIAL ATTACHMENT.

This is to introduce Mr/Miss/Mrs/Ms: _____
 Reg. No. _____ of Technical University of Mombasa Is undertaking a Certificate/Advanced Certificate/Diploma/Higher Diploma/Degree, programme in _____, the year of study is (1st /2nd /3rd /4th /5th). The aim of this letter is to request you to offer him/her a place for Industrial Attachment in your Organization/Department of _____ for a period of at least Eight Weeks/Three months between _____ and _____ 20_____. Industrial attachment is a mandatory requirement by the University in partial fulfilment of the programme being pursued.

The purpose of the Industrial Attachment is to enable the student acquire practical skills and get exposure to real work situation and experience.

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.

The University has an arrangement with the _____ for insurance of the Student under their Group Personal Accident Policy No. _____.

Yours faithfully,

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 Assistant Registrar-Industrial Liaisons
 For: THE REGISTRAR ACADEMIC AFFAIRS
 Mobile No.

Student's Personal details
 Department

 Email

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