

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>		
	<b>Document: Form</b>	<b>Ref No.: TUM/Form/RAA/022</b>	
	<b>Title: INDUSTRIAL ATTACHMENT</b>		
	<b>Department: REGISTRAR ACADEMIC AFFAIRS</b>		
	<b>Issue No. 2</b>	<b>Revision No. 0</b>	<b>Date: 5th April 2018</b>

All enquiries must be addressed to the Vice Chancellor  
When replying please quote:

Date: \_\_\_\_\_

Human Resource Manager

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Dear Sir/Madam,

RE: INDUSTRIAL ATTACHMENT

This is to introduce **Mr/Miss/Mrs/Ms:** \_\_\_\_\_  
Reg. No. \_\_\_\_\_ Of **Technical University of Mombasa** Undertaking a **Certificate  
Advanced Certificate Diploma Higher Diploma Degree**, course in \_\_\_\_\_  
and the year of study is (**1<sup>st</sup>**  
**/2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> /5<sup>th</sup>**). 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 **Eight Weeks/Three months** between \_\_\_\_\_ and \_\_\_\_\_ **20** \_\_\_\_.  
Industrial attachment is a mandatory requirement by the University in Partial fulfilment of the  
course 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 CIC for insuring the Student under their Group  
Personal Accident Policy No.002/095/00895/2016/12.**

Yours faithfully,

**Student's Personal details**

Assistant Registrar-Industrial Liaisons

Department ..... E-mail .....

THE REGISTRAR ACADEMIC AFFAIRS      **Mobile No.**.....



**TUM is ISO 9001:2015 Certified**

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