

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/RAA/023	
	Title: INDUSTRIAL POST ATTACHMENT		
	Department: REGISTRAR ACADEMIC AFFAIRS		
	Issue No. 1	Revision No. 1	Date: 10th March 2017

All enquiries must be addressed to the Vice Chancellor

Date.....

Human Resource Manager

.....

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.....

Tom Mboya Avenue P.O Box 90420-80100 Mombasa, Kenya
 Tel:(254) 2492222/3/4Fax:(254)2495632MOBILE NO:0724955377/0733955377
 Email:prmsapoly@kenyaweb.com Web site:http://www.mombasapoly.ac.ke



ISO 9001:2008 Certified