

	TECHNICAL UNIVERSITY OF MOMBASA	
	Document: Form	Ref No.: TUM/Form/RAA/022
	Title: INDUSTRIAL 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 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 Is undertaking a Certificate/Advanced Certificate/Diploma/Higher Diploma/Degree, programme in _____

And 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,

Assistant Registrar-Industrial Liaisons
For: THE REGISTRAR ACADEMIC AFFAIRS

Student's Personal details

Department
Email
Mobile No.

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