

	<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: 5<sup>th</sup> 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 Is undertaking a Certificate/Advanced Certificate/Diploma/Higher Diploma/Degree, programme 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 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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