



MACHAKOS UNIVERSITY

OFFICE OF THE COORDINATOR FOR INDUSTRIAL ATTACHMENT, INTERNSHIP, APPRENTICESHIP AND LINKAGES

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P.O. Box 136-90100

Machakos

KENYA

All enquiries must be addressed to the Vice Chancellor

When replying please quote:

Our Ref: **MksU/IA&L/VOL1./.....**

Your Ref

.....

Student's Personal details

Department

Email

Mobile No.:.....

Date:

Dear Sir/Madam,

RE: INDUSTRIAL ATTACHMENT

This is to introduce Mr/Miss/Mrs/Ms:

Reg. No. of Machakos University who is undertaking a Certificate/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 accord him/her an opportunity to be attached to your Organization/Department of

..... for a period of at least **Three (3) months** between and 20 and you will be expected to make daily entries into his/ her work diary which will be endorsed by his/her supervisor on a weekly basis. Industrial attachment is a mandatory requirement by the University in partial fulfillment of the programme being pursued.

The purpose of the Industrial Attachment is to enable the student acquire practical skills in the real work environment and get exposure as well as experience. During the attachment, the student will be visited occasionally by staff of the University for the purpose of monitoring progress/performance and providing further guidance.

We thank you in advance for your invaluable support and appeal for your co-operation and hoping 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,

Name..... Signature & Stamp.....

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