



FORMAT 4: RELIEVING LETTER OF STUDENT

To

.....

Subject: Relieving students for joining Internship in the Industry.

Dear Sir,

As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions from _____ **March** _____ **to** _____ .

S.No.	Name of Students	Roll No.	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students
a	Attendance and general behaviour
b	Relation with workers and supervisors
c	Initiative and efforts in learning
d	Knowledge and skills improvement
e	Contribution to the organization

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated..... along with a copy of this letter.

Yours sincerely,

Head,

