

Please paste company letter head

Deputy Dean, Student Development
Dr. Lim Chee Men (Deputy Dean)
Institute of Chinese Studies
Universiti Tunku Abdul Rahman
Jalan Universiti, Bandar Barat,
31900 Kampar, Perak, Malaysia
Tel no: 05-468 8888 ext. 2542
Fax: 05-465 3716

Dear Dr Lim,

Date:

ACCEPTANCE LETTER

This is to inform you that our company would like to accept the following students for the industrial training in our company from _____ to _____.

No	Student Name	Student ID No	Allowance (if any) RM
1.			
2.			
3.			

During this internship, the above-mentioned students will report directly to Mr/Ms _____ at _____. She/He can be contacted at _____ (Tel no: _____) ext _____.

Our company's normal working hours are as follows:

Example: Mondays – Friday (9.00 a.m. – 6.00 p.m.)

_____ - _____ (_____ - _____)

Should you need further information, please do not hesitate to contact me directly. Thank you.

Yours sincerely,

(Name of person in-charge and company stamp)

Company name
Company address

拉曼大学中华研究院学生实习小组
林志敏博士
Institute of Chinese Studies
Universiti Tunku Abdul Rahman
Jalan Universiti, Bandar Barat,
31900 Kampar, Perak, Malaysia
Tel no: 05-468 8888 ext. 2542
Fax: 05-465 3716

年 月 日

林教授：

录取通知书

谨通知本机构乐意接受以下学生于____年__月__日至__月__日实习。

2. 有关资料如下：

序号	学生姓名	学生学号	津贴	其他（住宿/交通/膳食）
1				
2				
3				
4				
5				

实习期间，以上学生将直接由本机构_____（部门）_____负责，联络号码为_____。

3. 本机构的办公时间为：星期__至星期__（上午__至下午__）

如有任何疑问，请联系本人。

_____ 谨启
(Name of person in-charge and company stamp)