

Date:

Student Name  
Student Address

**RE: Offer Letter for Industrial Training**

We are pleased to inform that you have been offered industrial training attachment at our company from \_\_\_\_\_ to \_\_\_\_\_.

You will be paid with a basic allowance of \_\_\_\_\_ per month.

The working days and hours are (Days | Hours): \_\_\_\_\_.

The job scope and responsibility are (*Attach additional sheets if necessary*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Other terms and conditions (if any):

Kindly sign and return the acceptance acknowledgement of the offer by \_\_\_\_\_.

Please report to \_\_\_\_\_ (Name & Position) at  
\_\_\_\_\_ (company/site address).

Thank you.

Yours faithfully,

.....  
Name:  
Position:  
Company Name:  
Registration No:  
Address:

Company Stamp

Tel:  
Fax:  
Email:

*(Student shall sign and return the offer letter to company by the stipulated date)* \_\_\_\_\_

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ I/C No. \_\_\_\_\_ have read and understood the terms and conditions herein stated. I confirm to accept/reject the offer of industrial training. I will report for duty on \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_