



TTU/ILO/IAP/VOL.2/20

29<sup>TH</sup> JULY, 2024

**THE SERNIOR MANAGER-HUMAN RESOURCE**

Dear Sir/Madam,

**PRACTICAL INDUSTRIAL TRAINING PROGRAMME FOR STUDENTS**

Students of Takoradi Technical University pursuing Highest National Diploma (HND) are expected to undergo practical industrial training in industry as part of the requirements for the award of their certificate.

It is believed that the attachment programme would bring positive industrial exposure to students. This exercise would enable students to put theory into practice and acquaint themselves with current technological development in industry and commerce.

The University would, therefore, be grateful if you could consider the under-mentioned student to undertake his/her industrial attachment programme in your organization from **19<sup>th</sup> August, 2024 to Friday 11<sup>th</sup> October, 2024**.

The student's particulars are as follows:

**REGISTRATION NUMBER: 0722000721**

**NAME: ALFREDA MANKOR TABI**

**PROGRAMME: HIGHEST NATIONAL DIPLOMA IN INFORMATION TECHNOLOGY**

**CONTACT NUMBER: 0558862269**

We request that the student should be made to familiarize him/herself with all the related sections available in your organization.

For your information, all students at the University are covered by Group Personal Accident Insurance policy.

We count on your usual cooperation.

Yours faithfully,

Industrial Liaison Office  
Takoradi Technical University  
Takoradi

**MARK KOFIO.AREMU**

**Head, Industrial Liaison Office**

**NB: DO NOT ACCEPT THIS LETTER IF IT DOESNOT BEAR THE ORIGINAL STAMP**



