

Our Reference : UTM.J.08.06/14.15/1 Jld 4(30)

Date :

**COMPANY NAME**

**COMPANY ADDRESS**

Dear Sir/ Madam,

**APPLICATION FOR VOLUNTARY INDUSTRIAL TRAINING PLACEMENT FOR SEMESTER 3 2024/2025**

**NAME:**

**I/C NO:**

**MATRIC NO:**

We are writing to express our interest in securing a voluntary industrial training placement for one of our students at your esteemed company/organization. The voluntary industrial training program is designed to offer second-year students early exposure and practical experience in their respective fields of study within a real-world work environment.

2. The compulsory duration for the training is 2 months. However, the company can extend the training maximum to 3 months. We propose the commencement of the training on August 1st, 2025.

3. In consideration of the above, the School of Undergraduate Studies (UGS) would greatly appreciate your company's willingness to consider the student's application for industrial training during the specified period. Additionally, we also appreciate if the company can consider providing an allowance to support the student during their industrial training.

4. Enclosed herewith, please find the student's resume for your review. We would appreciate it if you could respond to this application within two weeks from the date of this letter.

Thank you in advance for the prompt attention and consideration.

**“Malaysia Madani”**

**“Berkhidmat untuk Negara Kerana Allah”**

A close up of a signature

Description automatically generated

I, who uphold trust,

**Prof. Ts. Dr. Intan Zaurah binti Mat Darus**

Chair School of Undergraduate Studies (UGS)

Universiti Teknologi Malaysia

81310 Johor Bahru, Johor.

Email: [intan@utm.my](mailto:intan@utm.my)

cc: **Faculty’s Voluntary Industrial Training Coordinator**

**(Name of Faculty)**