

Relieving letter

Date:

To

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Dear Sir / Madam,

Sub: Internship offer to the students - Relieving letter

Kindly refer to your letter/email dated offering internship to the following student(s) of our college. We thank you for giving our students this opportunity.

S.No	Name of the student	Roll No.	Branch	Ph.no. & e-mail id

Details of the Internal Supervisor/Project Guide:

Name:	Designation:
e-mail id: Ph.No.:	Address:

This internship being an essential part of the curriculum, the following guidelines have been prescribed. You are, therefore, requested to please share these guidelines with the concerned Manager/Supervisor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report. The Internship diary may be checked by the Supervisor as frequently as possible.
- Evaluate the student's performance in the enclosed format and it shall be sent to the Internal Supervisor (whose details are given above) in a sealed envelope by post or by email on completion of the internship (before due date).
- Internship completion certificate shall be sent with the student at the time of relieving from the internship work.
- Signature, with date, of the HR / Supervisor concerned may please be put on this letter, as an acknowledgement of the student's reporting to the internship work and give a copy of the same to him/her.
- The students will abide by the rules and regulations of the organization and will maintain proper discipline during their internship. The students will report to you on(date) with a copy of this letter.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students and your cooperation and help will be highly appreciated.

Yours sincerely

Associate HoD

Head of the Department