

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION (SLIATE)

Hardy Advanced Technological Institute – Ampara

Request Form for the Issuance of an In-Plant Training Letter

1. Student Information

Name of Student:

Registration Number:

Programme/Course: HNDA/ HNDIT/HNDT(Agri)/HNDMG Academic Year/Semester:

NIC No.: Telephone:

2. In-Plant Training Details

Organization:

Training Period: FromTo

3. Contact Details of the Training Organization

Designation of the in-charge officer:

Postal Address:

Telephone:

4. Declaration of the Student

I hereby request to issue an In-Plant Training Letter addressed to the above-mentioned organization. I certify that the information provided is true and correct.

Student Signature:

Date:

5. Recommendation of the Head of Department

I recommend the above-named student for the issuance of an In-Plant Training Letter.

Signature: Date: Official Seal:

6. Approval of the Director

Approved for the issuance of the In-Plant Training Letter.

Signature: Date: Official Seal:

7. Office Use (Subject Management Assistant)

The In-Plant Training Letter has been issued.

Signature:

Date:

8. Acknowledgement by the Student

I acknowledge receipt of the In-Plant Training Letter.

Student Signature:

Date: