

THE ELDORET NATIONAL POLYTECHNIC

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P.O. BOX 4461 - 30100
ELDORET

When replying quote

Ref No: TENP/I.L.O/RIAM/16

Date: _____

Dear Sir/Madam,

REF: REQUEST FOR INDUSTRIAL ATTACHMENT/MENTORSHIP

Student's Name _____

The above named trainee of this institution undertaking Artisan/Certificate/Diploma in _____

The attachment /mentoring is intended to impart knowledge and skills needed to bridge the gap between theory and practice and also expose trainees to real work situations. It is in this respect that we kindly request you to assist in attaching this trainee in your firm/organization for the period _____ to _____

The polytechnic will arrange for their group Personal Accident Insurance Policy which shall be ready before the start of the attachment. The trainee is expected to provide for his/her upkeep and welfare.

Your contribution in our training needs is highly appreciated.

C.T Keton
Industrial Linkages Officer
For: Principal.



ISO 9001 : 2015 Certified Institution

All Correspondence should be made to the Principal