

# THE ELDORET NATIONAL POLYTECHNIC

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P.O. BOX 4461 - 30100

ELDORET

When replying please 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 is a bonafide trainee of this institution undertaking Artisan/Certificate Diploma in-----

The Attachment/Mentoring is intended to impact 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 attachment. The trainee is expected to provide for his/her upkeep and welfare.

Your contribution in our training needs is highly appreciated.

Charles Keton  
Industrial Linkages Officer  
For: PRINCIPAL



ISO 9001 : 2015 Certified Institution

*All Correspondence should be made to the Principal*