

## FACULTY OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Tel : +606 331 6023 | Fax : +606 331 6500

Rujukan Kami (Our Ref) : UTeM.25.01/600-8/4/2 Jld. 9 ( 231)  
Rujukan Tuan (Your Ref) :

16<sup>th</sup> June 2017  
21 Ramadhan 1438H

### TO WHOM IT MAY CONCERN

Sir/Madam,

#### **Student Industrial Training Programme** **Training Session: 11<sup>th</sup> September 2017 – 23<sup>rd</sup> February 2018**

Universiti Teknikal Malaysia Melaka is a public university (IPTA) under the Ministry of Education, established on 1<sup>st</sup> December 2000. It currently offers engineering diploma/degree programmes in Electronic and Computer Engineering, Electrical Engineering, Mechanical Engineering and Manufacturing, Information & Communication Technology, Technology Management & Technopreneurship and Engineering Technology. Industrial training for a period of approximately 24 weeks is compulsory for the Degree Programmes in UTeM.

2. With reference to the above, we wish to acknowledge the bearer of this letter is a student of Universiti Teknikal Malaysia Melaka (UTeM). We will be very grateful if you can consider this application for placement in your company for the duration specified above.

Name : SITI BALQIS BINTI BADARUDDIN  
Matric No. : B031310110  
Course : BITC - BACHELOR OF COMPUTER SCIENCE (COMPUTER NETWORKING)

3. Should the company agree to accept this student, please complete of the attached Reply Form to be submitted to the university not later than 31<sup>st</sup> July 2017. Notification of acceptance will be made by the student within a month starting 1<sup>st</sup> August 2017 – 30<sup>th</sup> August 2017.

4. Should there be any queries with regards to the above, please do not hesitate to contact faculty's Industrial Training Coordinator as below;

Name : PN. ROSMIZA WAHIDA BINTI ABDULLAH  
Tel : 06-3316635  
Email : rosmiza@utm.edu.my  
Fax : 06-3316500

5. Thank you in advance for your consideration and participation in UTeM's student industrial training programme.

Yours sincerely



**NOOR AZMAN BIN MANSOR**  
Assistant Administration Officer  
Faculty of Information & Communication Technology  
On behalf of Dean  
Universiti Teknikal Malaysia Melaka