

LETTER OF PROCLAMATION

Industrial Training Unit's copy

KOLEJ POLY-TECH MARA BATU PAHAT
Lot 55194 (PTD 53869), Jalan Gading Emas 4,
Taman Gading Emas, Seri Gading,
83300 Batu Pahat,
Johor.

Prior to your industrial training, you are required to observe the following rules :

- 1. Undergo a maximum of 16 weeks internship at ...
from ... until ...
2. Show willingness to perform assigned task at all times.
3. Comply with the company rules.
4. Wear appropriate attire.
5. Student must be present at work unless permission for leave is granted.
6. Be punctual at work and observe all deadlines.
7. Maintain good interpersonal relationship with industrial supervisor and peer workers.
8. Submit Logbook and final report on the date required.
9. Present original work officially at the college upon completion of training.

Failure to comply with the above-mentioned rules may affect your industrial training result and disciplinary action may be taken against you.

I, \_\_\_\_\_, ID: \_\_\_\_\_

Program \_\_\_\_\_, hereby agree to the above rules.

Student signature

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Name:

Date: