

## SUMMER TRAINING-2020

From:

Name

Email Id..... Mob No.....

Mailing Address

.....  
.....  
.....

To

(Through proper channel)

Sir,

I introduce myself as a \_\_\_\_\_ year student of Veer Surendra Sai University of Technology, Odisha, Burla of \_\_\_\_\_ branch. We have a provision in the regulation that all students are required to undergo one month Internship/Training in the Summer vacation from 25.05.2020 to 25.7.2020.

Therefore, I request you to kindly allow me to take Internship/Training at your establishment. I agree to abide by the rules and regulations of your establishments provided for Internship/Training.

I shall be obliged if your kind approval is communicated either to me or to the Training & Placement Department in the address given above at an early date.

Thanking you,

Yours faithfully

Recommended by

Faculty Advisor (Dept \_\_\_\_\_)

Burla

Date

(Signature of the student)

Registration No



**TRAINING AND PLACEMENT DEPARTMENT**

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA**

P.O-Burla, Engineering College SAMBALPUR, ODISHA-768018

[www.vssut.ac.in](http://www.vssut.ac.in), email-placement@vssut.ac.in

Memo No. VSSUT/T&P/

Date

Certified that.....bearing Registration No.....  
is a student of.....Semester of .....branch. He/She, may  
kindly be allowed to pursue industrial training/Internship at your establishment for a period of one  
month during 25.5.2020 to 25.7.2020.

Professor  
Training and Placement Department  
VSSUT, Burla