



IBD/AU/853/19/PLAC/05

Dated: _____

APPLICATION FOR INTERNSHIP RECOMMENDATION LETTER

I, _____ S/Do _____

CNIC#: _____ Registration No. _____ CGPA _____

Degree _____ Semester _____ Cell# _____

WhatsApp# _____ Email Address: _____

would like to seek internship opportunity through the Placement Office and request to provide

Recommendation Letter for HR Manager (Name) _____

Phone No of HR Manager / Organization _____

Email Address of HR Manager / Organization: _____

Postal Address _____

I clearly understand / accept that I shall comply with following during my entire internship period.

1. I will uphold high standards of academic integrity through honesty, fairness & responsibility.
2. I will follow all the rules & regulations of the employer organization.
3. I will comply with all instruction given to me by Supervisor.
4. All kinds of work assignments done by myself will be the property of the organization.
5. I will keep the confidentiality of the information and will not transfer any kind of information to any un-authorized person in or outside the organization.
6. I will neither take part in any kind of discrimination nor commit acts of violence/harassment.
7. I will not indulge in any politics / will not be affiliated with any group of students / political parties / union bodies during my internship period.
8. After the completion of internship, I will return Office Entry Pass or any other belonging.
9. I will submit the Internship Training Report to the Placement Office within 15 days of internship completion.

I agree that my internship could be terminated due to violation of the code of conduct.

Student Name _____ Student Signature _____

HoD/Department Sign & Stamp _____

Student ID Card Copy attached

Transcript Copy attached

To be filled by Placement Office

Diary No: _____

Application Submission Time: _____ Application Submission Date: _____

Letter Collection Time: _____ Letter Collection Date: _____

Signature: _____