



## THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P. O. Box 52428, Nairobi, 00200, Tel: +254 (020) 343672, 2249974, 2251300, 341639,

Fax: 2219689, E-mail: [vc@tukenya.ac.ke](mailto:vc@tukenya.ac.ke), Website: [www.tukenya.ac.ke](http://www.tukenya.ac.ke)

### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Accounting option) course the in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

The purpose of the industrial attachment is to enable the student acquire practical skills and get an exposure to real work situation and experience.

We thank you in advance and appeal for your continued support and co-operation and hope that you will find the student to be of help to your organization.

The Technical University of Kenya, the named student and family (or relatives) will NOT make any claim in the event of death or injury (any degree) to you or your company.

The University has effected adequate insurance cover with **Heritage insurance** to cover the students under Group Personal Accident Policy Cover Number 101012551000047.

**The student should show you the insurance cover before starting attachment.**

Yours faithfully,

**Prof. Evans Vidiya Sagwa, PhD, MIHRM, Lic.HRP**  
**Chairperson, Department of Business and Management Studies**





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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Finance option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Business Management option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (HRM option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Insurance option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Logistics and Supply Chain Management option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Commerce (Marketing option) course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Business Studies (Business Administration option) course in the Department of Business and Management Studies.

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#### Department of Business and Management Studies

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Business Studies (Business Management option) course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

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#### Department of Business and Management Studies

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Economics course in the Department of Business and Management Studies.

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#### Department of Business and Management Studies

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Technology (Business Information Technology) course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor Science in Accountancy course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Bachelor of Technology in Office Administration and Technology course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Accountancy course in the Department of Business and Management Studies.

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Technology (Business Information Technology) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

The purpose of the industrial attachment is to enable the student acquire practical skills and get an exposure to real work situation and experience.

We thank you in advance and appeal for your continued support and co-operation and hope that you will find the student to be of help to your organization.

The Technical University of Kenya, the named student and family (or relatives) will NOT make any claim in the event of death or injury (any degree) to you or your company.

The University has effected adequate insurance cover with **Heritage insurance** to cover the students under Group Personal Accident Policy Cover Number 101012551000047.

**The student should show you the insurance cover before starting attachment.**

Yours faithfully,

**Prof. Evans Vidiya Sagwa, PhD, MIHRM, Lic.HRP**  
**Chairperson, Department of Business and Management Studies**





## THE TECHNICAL UNIVERSITY OF KENYA

Haile Selassie Avenue, P. O. Box 52428, Nairobi, 00200, Tel: +254 (020) 343672, 2249974, 2251300, 341639,

Fax: 2219689, E-mail: [vc@tukenya.ac.ke](mailto:vc@tukenya.ac.ke), Website: [www.tukenya.ac.ke](http://www.tukenya.ac.ke)

### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Accountancy course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Business Studies (Business Administration option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Business Studies (HRM option) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Business Studies (Logistics and Supply Chain Management) course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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**Chairperson, Department of Business and Management Studies**





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### Office of the Chairperson

#### Department of Business and Management Studies

Date: \_\_\_\_\_

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Dear Sir/Madam,

#### **RE: INDUSTRIAL ATTACHMENT**

This is to introduce \_\_\_\_\_ **Reg. No.** \_\_\_\_\_ of Technical University of Kenya who is undertaking Diploma in Supply Chain Management course in the Department of Business and Management Studies.

The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the month of \_\_\_\_\_ year \_\_\_\_\_.

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