



DE LA SALLE LIPA

ENDORSEMENT LETTER

Dear Sir/Madam:

Greetings from De La Salle Lipa!

The _____ of De La Salle Lipa promotes the success of students by providing them the opportunity to achieve competency in the core disciplines of _____, and encouraging them to obtain practical experience through internship and on-the-job training. We recognize that maintaining strong relationships through internships provides our students with a wide variety of activities that offer exposure to the current application of appropriate tools and techniques at work

In this regard, we are requesting your reputable company to accommodate _____, a _____ student of our school as an intern.

This student is required to complete the minimum but not limited to _____ training hours. We believe that your company can assist our students to gain more knowledge and skills and optimize their potentials for their future work. Our Teacher-in-Charge will coordinate with you to monitor the student's performance

We are looking forward to a fruitful relationship with you. Thank you very much.

In St. John Baptist De La Salle,

(Signature above Printed Name)
Teacher-in-Charge

Noted,

(Signature above Printed Name)
Department Chair