



ACCRA TECHNICAL UNIVERSITY

P. O. Box GP 561, Accra Ghana. Tel: (+233) 302 689276
Website: www.atu.edu.gh

INDUSTRIAL LIAISON OFFICE

15/07/25
Date:

Our Ref: ATU/ILO/IAL/01/25

Your Ref:

Dear Sir/Madam,

INDUSTRIAL ATTACHMENT (INTRODUCTORY LETTER)

As part of the Academic Programme, Bachelor of Technology (BTECH) and Higher National Diploma (HND) students are to be attached to industries of their chosen career. This is to enable them experience on the ground what is happening in their chosen profession and also without which they cannot graduate.

In view of the above, the University would be grateful if you could accept.....
....., telephone number.....a
student who is pursuing..... to
undertake his/her industrial training in your Organization.

We would like to bring to your notice that students under the attachment programme have been insured under the Group of Personal Accident Insurance Policy, which provides 24 hours protection to the insured.

Also an all in one student's log book would be provided for your assessment of the student at the end of the training.

The programme would start on **13th October, 2025** and would end on **31st October, 2025**.

Yours faithfully,

Prosper Agumey,
Director, Industrial Liaison Directorate.
liaison@atu.edu.gh