



ACCRA TECHNICAL UNIVERSITY

P. O. Box GP 561, Accra Ghana. Tel: (+233) 302 689276

Website: www.atu.edu.gh

INDUSTRIAL LIAISON OFFICE

Our Ref: ATU/ILO/IAL/AL/06/26

Date:

Your Ref:

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Dear Sir/Madam,

INDUSTRIAL ATTACHMENT INTRODUCTORY LETTER

I am writing to introduce with index number.....

a student from the of Accra

Technical University with telephone number..... who seeks to undertake his/her industrial training in your organization. This programme is designed to bridge the gap between theoretical knowledge and practical experience.

As part of the University's academic curriculum, Diploma, Higher National Diploma (HND) and Bachelor of Technology (BTech) students are to be attached to industries of their chosen career. This is to enable them to experience on the ground what is happening in their chosen profession. Without the industrial attachment a student cannot graduate.

Please be informed that students under the attachment programme have been insured under the Group Personal Accident Insurance Policy, which provides 24-hour protection to the insured.

Also, an all-in-one student's logbook would be provided for your assessment of the student at the end of his training.

Students would be supervised by a school-based supervisor who has been selected from one of the departments in the University during the attachment. The school-based supervisor would interact with the immediate supervisor in your Organisation/Institution/Company and the student on the performance of the student and provide feedback to the University.

The programme would start on **MONDAY, 12th OCTOBER 2026** and would end on **FRIDAY, 18th DECEMBER 2026**

I would be extremely grateful if the above student could be accepted in your organization. Please find attached the learning outcomes for the attachment.

Yours faithfully,

PROSPER AGUMEY,

DIRECTOR
024-3629428