

Prescribed Format of Recommendation Letter for the Principal of College and Head of Department of University

(ON INSTITUTION LETTER HEAD)

To,

The In-charge, HRD Division
CSIR-NEIST, Jorhat
Jorhat 785006, Assam

Sub: Request for Training / Project work at CSIR-NEIST, Jorhat

Sir,

This is for your kind information that Mr/Ms..... (Roll / Registration No.) is a bonafide student of (Name and Address of the Institute / College) affiliated to(Name of the University) is a student of year / semester in the Department ofat this Institute / College. He / She wishes to undertake Training / Project work in your Institute during the period from to

Mr / Ms bears good moral character and conduct. This is also to certify that the Training / Project Work is part of his / her Under Graduate / Post Graduate course curriculum. It is our responsibility to protect the confidentiality of the data presented in the training / project report. The student will be adequately informed to strictly follow the discipline of your institute. Due credit will be given to the supervisor from CSIR-NEIST for the guidance provided.

Thanking you

Yours Sincerely

(Signature)
(Name in full & Date)
Designation with Official Stamp