



CENTER FOR LINKAGES AND PLACEMENT

RECOMMENDATION LETTER

June 8, 2026

Mr/Ms. FULL NAME OF CONTACT PERSON

[Position]

[Company Name]

[Company Address]

Dear Mr/Ms. LAST NAME OF CONTACT PERSON,

We are an educational institution responsible in helping and molding students to become qualified professionals in various industries. As part of the standard procedures and curriculum requirements, students go through actual experience in the specific industry of specialization through the Internship / On-the-Job Training Program. This program provides our graduating students the opportunity to apply their knowledge and skills in the industry.

In view of this, we request your prestigious establishment to accommodate our student-trainee/s to work with you for a period of (hours) to commence at your discretion, through an (onsite/hybrid) work arrangement.

[Name of one (1) student-intern per letter]

Requirements leading to (Your Degree) in (Your Course Program) have already been completed by our recommendee/s. The opportunity you extend to our students will certainly pave the way for their success as future professionals and productive citizens.

We shall remain grateful to you for your kind assistance and support.

Very truly yours,

Name of Institute/College Internship Coordinator

Institute/College Internship Coordinator

Name of Institute/College

Noted by:

Approved by:

Name of Institute/College Dean

Institute/College Dean

Name of Institute/College

CYNTHIA MARGARETTA R. JOSE

Director

Center for Linkages and Placement

DATE SIGNED & STATUS (FOR CLP)

Empty dashed box for date and status.

ACCEPTANCE LETTER

(to be completed by the training supervisor)

We are pleased to accept the above-named student intern/s at (company) _____

and work (hours) _____ per day starting on (start date) _____.

Signature: _____

Name: _____

Position: _____

Contact: _____

IMPORTANT:

Please ensure that you submit 2 copies of the completely signed letter to the Center for Linkages and Placement. Additionally, bring your personal copy of the form on the clearance day as one of the main requirements.



CENTER FOR LINKAGES AND PLACEMENT

RECOMMENDATION LETTER

EXAMPLE ONLY

June 8, 2026

Mr. JUAN DELA CRUZ
HR Manager
ABC Company
St. Brgy. City

Dear **Mr. Dela Cruz**,

We are an educational institution responsible in helping and molding students to become qualified professionals in various industries. As part of the standard procedures and curriculum requirements, students go through actual experience in the specific industry of specialization through the **Internship / On-the-Job Training Program**. This program provides our graduating students the opportunity to apply their knowledge and skills in the industry.

In view of this, we request your prestigious establishment to accommodate our student-trainee/s to work with you for a period of **500 hours** to commence at your discretion, through an **onsite** work arrangement.

ANDREA B. BRILLANTES

Requirements leading to **BACHELOR OF SCIENCE** in **SUPPLY MANAGEMENT** have already been completed by our recommendee/s. The opportunity you extend to our students will certainly pave the way for their success as future professionals and productive citizens.

We shall remain grateful to you for your kind assistance and support.

Very truly yours,

Prof. LORETA PASCUAL
Institute/College Internship Coordinator
College of Business and Financial Science

Noted by:

Dr. EDITA BAYONA
Institute/College Dean
Name of Institute/College

Approved by:

CYNTHIA MARGARETTA R. JOSE
Director
Center for Linkages and Placement

DATE SIGNED & STATUS (FOR CLP)

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ACCEPTANCE LETTER

(to be completed by the company representative)

We are pleased to accept the above-named student intern/s at **ABC Company** and work **EIGHT (8)** hours per day starting on **September 16, 2025**.

Signature: _____
Name: _____
Position: _____
Contact: _____

IMPORTANT:

Please ensure that you submit **2 copies** of the completely signed letter to the Center for Linkages and Placement. Additionally, retain and bring your personal copy of the form on the clearance day as one of the main requirements.