

DATE: \_\_\_ / \_\_\_ /2020

To,  
Training and Placement Officer  
GEC, Valsad

**Subject: Application to issue Request letter for the in-plant vocational training**

Dear Sir,

With reference to above mentioned subject I/we request to issue said letter to get permission for vocational in-plant training during vacation period. As per the academic calendar of university the tentative vacation period is from 4<sup>th</sup> May 2020 to 20<sup>th</sup> June 2020. All required details are as below:

Branch (tick whichever applicable)	Chemical/Civil/Electrical/Environmental/Mechanical			
Company Name				
Company Location				
<i>Student(s) details</i>				
<i>Sr No.</i>	<i>Enrollment no.</i>	<i>Name</i>	<i>Sem</i>	<i>Sign</i>
1				
2				
3				
4				
5				
6				

**(To be signed by H.O.D.)**

Above mentioned student is benefited student of our department and he/she can be given permission for vocational in-plant training during vacation period.

(Signature of Head of Department)

**(For use of T&P Cell)**

Outward no-

Date-

Received sign and date