



الكلية التقنية بشناس
Shinas College of Technology

No:SHCT/ 40063685 /2020
Date: ---/03/2020

To: Training Manger --Sohar Aluminium

Trainee students from Shinas College of Technology

After greeting:

Shinas College of Technology is one of the main academic institutions that supply the different sectors of the labour market with employees. Every year, we have students graduating with Diploma, Higher Diploma and Bachelor's degree in the following fields; Engineering, Information Technology & Business. One of the pre- requirements for graduation in the above mentioned courses is the 300 hours On-the-Job Training program for all graduating students. This is mainly because the program aims to expose the students to the real work environment. We therefore need to get your cooperation in helping our student to undergo the training in your Organization as following:

ID	Name	GSM	Major

We shall appreciate an early confirmation from you to provide the training for our student at your organization.

Thank you for your cooperation

Fatma Abdullah Al-Shibli
HoD, On the Job Training
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