**Training letter**

To whom it may concern

Dear Sir/Madam,

This letter is to confirm that Mr.   
Holding the student number:   
is a current student in the Business School at the German Jordanian University (GJU), and has been granted the approval from the Industrial Officer of the School to start his 160 hours mandatory training at your respectful company as part of the school academic plan.  
I would appreciate it, if you provide us with your signature below as confirmation of your approval for Mr/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to start his/her training at your respectful company from the date of this letter onward, bearing in mind that four Completion Letters are to be completed by yourself when the training is completed.

Yours Sincerely, Signature/date

**Head of Department**

***Business School***

***German Jordanian University - Deutsch Jordanische Hochschule***

Web: [http://www.gju.edu.jo/](https://mail.gju.edu.jo/owa/redir.aspx?C=decdf5f430c14a9b98849dc0283484ab&URL=http%3a%2f%2fwww.gju.edu.jo%2f)

P.O.Box: 35247 Amman 11180 Jordan | Tel: +962 6 429 444

Name of Supervisor at Contact Details Stamp/Signature/date