

Date:

The Head
Department of
Birla Institute of Technology, Mesra, Ranchi

Reg: Attendance of classes missed due to on-campus placement / internship selection process

Respected Sir / Madam,

This is for your kind information that due to the placement / internship process of _____
on _____ I / we could not attend the classes.

I / We request you to instruct the concerned to do the needful. The details are mentioned as below.

Thanking you in anticipation

Yours sincerely

Branch:

S.No.	Name/s	Roll no.	Signature

S.No.	Subject/s	Time	Date (dd/mm/yyyy)
		/...../.....
		/...../.....
		/...../.....
		/...../.....
		/...../.....

Forwarded by

Dr. Dharmendra Kr. Chand
PIC- CDC, Training & Placement Division, Birla Institute of Technology, Mesra

Enclose additional sheet if required