Instruction:

1) In places marked with "\*", select the appropriate option.

2) Fill in the fields marked in yellow with the data.

3) Delete these instructions.

[city, date]

Name and surname: [name and surname]

Album number: [album number]

Type and mode of studies: [type and mode of studies]

Field of study: [field of study]

**Paweł Wawrzyniak, PhD Eng.**

**Plenipotentiary of Dean for apprenticeship**

**Automotive and Construction Machinery Engineering Faculty**

**Warsaw University of Technology**

I would like to kindly ask you to be able to pass the apprenticeship on the basis of employment / internship \* in [name of the company / institution] with its registered office at [address of the company / institution]. The job / internship \* I perform / was performed \* in the position [name of the position] from / in the period \* [date of employment / internship]. The scope of my duties includes / included \*: [scope of duties at work / during the internship].

I allocate a period of [selected four weeks during the employment / internship] to the implementation of the apprenticeship.

Yours sincerely,

[signature of the student]

Attachment: Certificate of employment / internship \* issued by the employer.