

Batam, January 27th, 2021

Nomor : 029/SKL/BTP/I/2021
Subject : Internship Placement Request

To
Human Resources Manager
Holiday Inn Resort Batam
Waterfront City, Tj. Riau, Kec. Sekupang, Kota Batam
Kepulauan Riau - Indonesia

Dear Manager,

On behalf of this letter, we are delighted to inform you our students' list who are interested in joining internship program at your hotel on January/February 2021. The students names are below

NO	NAMA	DEPARTMENT
1	Antonia Erica Clemens	Culinary Department
2	Theresia Apriliani Sinaga	Culinary Department
3	Cindy Yolanda	Culinary Department
4	Fitry Ika Sari	Culinary Department
5	Teuku Rizqan Kelana	Culinary Department

The period for the internship will be six months, started from January / February 2021 to July / August 2021. This 6 months' internship program is mandatory for our students to take in order to complete their study program in campus. We hope that our students may contribute their skills and knowledge and gain experiences during training at your Hotel if they are accepted.

We feel so honoured to have this partnership in training and look forward for developing our future collaboration.

Best Regards,

**BTP**
Batam Tourism
Polytechnic

Jaka Parama Andiatami
Internship Coordinator & Career Development Center