

## OJT APPROVAL

**To:**

**Director**

**Shri Swami Samarth Institute of Management and Technology**

**At Malwadi Post Bota Tal Sangamner**

**Dist Ahmednagar**

**Subject: Request for Advance Written Approval for On-the-Job Training (OJT)**

Respected Director,

I hope you are doing well. I am seeking your **advance written approval** to undertake **On-the-Job Training (OJT)** as part of my [program name]. I have already sought approval from my faculty mentor, [Faculty Mentor's Name], and would now like to request your approval for the following details:

1. **Organization Name and Location: -**

\_\_\_\_\_

\_\_\_\_\_

2. **Type of Work:** \_\_\_\_\_

3. **Duration of OJT:** / / to / /

I kindly request your approval to proceed with this OJT as per the program requirements. Please let me know if any further information is required.

Thank you for your support.

Sincerely,

(Student Name and Roll Sign)

**Approval Signatures:**

1. **Faculty Mentor:**

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

2. **Director of the Institute:**

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_