

11TH April 2025

Dear Sir/Madam,

OFFER OF INTERNSHIP PLACEMENT FOR FINAL SEMESTER STUDENTS

I am writing on behalf of KLGreens. Sdn. Bhd. to offer internship placement at KLGreens for final semester students of **Politeknik Sultan Idris Shah**. We are a training company based in Kelana Jaya.

We are offering hands on experience in the field of sales and marketing. The internship is for students of related courses such as business and marketing. The internship programme is designed to provide students with a comprehensive understanding of our industry, enhance their skills and contribute to the overall goals of our organization.

Internship Details:

1. Position: Sales Intern
2. Department: Sales Department
3. Duration: The duration of the internship program will be according to university requirements.

During this period, interns will be assigned to related tasks in the sales department. The intern's responsibility may include but are not limited to:

- a. Assisting in tasks related to sales and marketing
 - b. Collaborating with team members on initiatives
 - c. Participating in meeting or training sessions.
4. Work Schedule: 9.00 am to 6.00 pm (Monday to Friday)
 5. Location: KLGreens Sdn. Bhd. 928, Block A, Kelana Centre Point, No 3, Jalan SS7/19, 47301, Petaling Jaya, Selangor

We are excited to welcome students from **Politeknik Sultan Idris Shah** to our team and look forward to a mutually beneficial and successful internship experience.

Thank you for your time and consideration. We eagerly await your response.

Sincerely,



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Kavi Rao Narayanan
Director
KLGreens Sdn. Bhd.