



Our Ref : SC//HR/2026-035

14th January 2026

POLYTECHNIC SULTAN IDRIS SHAH

Sungai Lang, 45100
Sungai Air Tawar,
Selangor Darul Ehsan

PRIVATE & CONFIDENTIAL
BY EMAIL: upli.me@psis.edu.my

TO WHOM IT MAY CONCERN,

INDUSTRIAL TRAINING

Warm greetings from Shan & Co,

Shan & Co is a local accounting firm established in February 1998. Our firm comprises many experienced professionals who specialise in one or two industry sectors. This focused expertise enables us to deliver in-depth industry knowledge and high-quality services to our clients.

As part of our expansion and growth plan, and to maintain strong connections with universities and colleges, we are pleased to inform your esteemed institution that we have initiated an internship programme for accountancy, audit, taxation, business development, and digital marketing. We welcome undergraduates to join our skilled and talented workforce for a duration of six (6) months, with a monthly allowance of RM1,500.00. We only want those student enthusiasm to develop themselves and support the organisation.

Interns will be fully trained by our experienced staff to enhance their professional knowledge and support their future career development. They will also gain hands-on experience in a professional working environment.

We look forward for a favourable reply the soonest.

Please do not hesitate to contact the undersigned at 03-2272 3435/36 or email to hr@shanandco.com.my should you require any further clarification.

Thank you.

Yours Sincerely,
For & on behalf of
SHAN & CO

DATU' DR.V. SHANMUGHANATHAN
PARTNER