**Appendix 2 – KFUPM confirmation letter request to host organization for submitted industrial sabbatical leave application plan**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Industrial sabbatical leave requested:

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization

Dear Sirs:

Re: Industry Experience Leave Application

We understand that Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department is interested in pursuing a leave placement of \_\_\_\_\_ months with your fine organization to gain industry experience in the field of \_\_\_\_\_\_\_\_\_\_\_\_.

We further understand that, in principle, you have no objection to this industry experience leave placement As such, we submit the applicant’s formal plan outline on the intended area of experience and areas of cooperation for your review and comments. We would appreciate if you could kindly confirm their placement with your organization, along with any formal schedule of experience activities, support, training or rotation envisaged while the applicant is with you, and to which you have already agreed in principle.

We thank you for your kind consideration for this joint initiative which we hope will be of mutual benefit to both parties and await your response in order to complete University formalities.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Chairman, Research Committee | Date |
| Dean of Research Oversight and Coordination |  |