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**To the Human Resources Department,**

I am a ………… year student enrolled in Altınbaş University School of Economics, Administrative and Social Sciences, Bachelor’s Degree Programme in Social Work. My student number is ………………………….

I have completed my internship, which I had started on……………. in academic year 20...-20.. / …… term, as of ………..

Please make necessary arrangements accordingly.

First Name/Surname:

Signature:

Address:

Phone:

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