**[On ALC Letterhead]**

  
Date: [DD/MM/YYYY]   
Ref: (ALC Code/Year/Month/SrNo)  
Ex: 12345678/2025/02/01

To,  
[Student’s Name]  
[Student’s Address]  
[City, State, Pin Code]  
[Email ID]  
[Contact Number]

[ABC ID]

**Subject: MKCL’s KLiC Internship Completion/Experience Letter**

Dear [Student’s Name],

We are pleased to provide this letter confirming your successful completion of MKCL’s KLiC Internship at **[ALC Name & ALC Code]** from **[Start Date]** to **[End Date]** for a total duration of **60 hours** for **2 Credits**. During your tenure, you demonstrated commitment, professionalism, and a strong willingness to learn, making valuable contributions to the organization.

**Internship Details:**

* **Internship Title:** [Job Title]
* **Internship Type:** [Paid/Unpaid]
* **Location:** [Onsite/Remote/Hybrid]
* **Appraiser/Mentor:** [Name & Designation]
* **Total Working Hours:** [Mention working hours per day/week/month]

**Roles & Responsibilities:**

During the MKCL’s KLiC Internship, you successfully handled the following responsibilities:

1. **[Responsibility 1]**
2. **[Responsibility 2]**
3. **[Responsibility 3]**

**Skills & Achievements:**

Throughout the **MKCL’s KLiC Internship**, you developed and enhanced the following industry/career relevant skills:  
✔ **Technical Skills:** [E.g., Google Suits, Data Analysis, Digital Marketing, etc.]  
✔ **Soft Skills:** [E.g., Communication, Teamwork, Time Management, etc.]  
✔ **Project Contributions:** [E.g., Assisted in live projects, conducted market research, created reports, etc.]  
✔ **Learning:** Successfully completed **Soft Skills and basic English Communication**

As part of the National Education Policy (NEP) compliance, you have successfully earned a **Certification for 2 Credits**, recognizing your experiential learning and industry exposure during the **MKCL’s KLiC Internship**.

Your dedication and enthusiasm were truly commendable, and we appreciate the efforts you put into your work. We wish you all the best for your future career endeavors.

Best Regards,

**[Authorized Signatory]**  
[Name]  
[Designation]  
[ALC Code & Name]  
[Address]  
[Email ID]  
[Phone Number]