

# *SAMPLE LETTER OF AGREEMENT*

August 2, 2011

Professor Gail Gehrig  
Florida State College at Jacksonville  
South Campus, Room F-224  
11901 Beach Boulevard  
Jacksonville, FL 32246

Dear Professor Gehrig,

Thank you for approving my enrollment in [CNT 2943/CIS 1942/CIS 1943] at Florida State College at Jacksonville for the upcoming [Fall/Spring/Summer] Term. As the first part of the requirements for this course I am submitting this letter of introduction and acknowledgement that, along with the course syllabus, will serve as my contract for the course.

[I started work in the [computer/office systems] field in [Date]] or [I have never worked in the [computer/office systems] field before but arrangements have been made whereby I can work in the field for [75 (CNT 2943 or CIS 1943)/50 (CIS 1942)] hours during the term at [Company/Agency Name].

In this [job/internship] I will be performing the following [computer/office systems] related tasks over the next 15 weeks.

- [Troubleshooting PC hardware and software problems.]
- [Performing PC upgrades.]
- [Performing minor PC maintenance.]
- [Assisting technicians with network installation.]
- [List additional tasks as appropriate....]

My supervisor during this period will be [Name] and [he/she] can be reached at [Phone Number] between the hours of 9:00 AM and 5:00 PM Monday through Friday. [He/She] has agreed to the job responsibilities/tasks outlined above and further agrees to monitor and report on my progress. This agreement is signified by [his/her] signature at the bottom of this page.

Sincerely,

[Intern's Name]  
[Intern's Address]  
[Intern's Work Number] (w)  
[Intern's Home Number] (h)  
[Intern's e-mail Address]

/s/ Gail M. Gehrig

# Sample Manual Handling Agreement Letter

**K Morrison**



## **Sample Manual Handling Agreement Letter:**

## Unveiling the Energy of Verbal Art: An Psychological Sojourn through **Sample Manual Handling Agreement Letter**

In a global inundated with monitors and the cacophony of immediate conversation, the profound energy and emotional resonance of verbal art frequently disappear into obscurity, eclipsed by the regular assault of noise and distractions. However, nestled within the lyrical pages of **Sample Manual Handling Agreement Letter**, a interesting perform of fictional elegance that pulses with organic feelings, lies an unique trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, this mesmerizing opus courses viewers on a psychological odyssey, softly revealing the latent possible and profound impact embedded within the elaborate internet of language. Within the heart-wrenching expanse of the evocative analysis, we will embark upon an introspective exploration of the book is main styles, dissect its interesting writing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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