



# Guru Nanak Institute of Hotel Management

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Date: 17<sup>th</sup> March, 2020.

To

The Training Manager/ L&D Manager of the concerned Hotel.

**[Subject – Request to release the candidate on an immediate basis]**

Dear Sir/Madam,

We regret to inform you that due to the recent pandemic outbreak of COVID-19 virus and high sensitivity of life we request to release the candidates undergoing internship at the esteemed property on an immediate basis thereby issuing the internship certificates for the candidates.

This is strictly out of awareness, sensitivity and risk of infection/contamination to self, loved ones and others that such an unfortunate measure has been requested for and hope it does not affect our future professional alliance and fraternity.

We are taking these measures as per the directives of central & state government for awareness and caution.

Looking forward to strengthening our association ahead.

Thanking You,

Yours Faithfully,

  
Arka Chakraborty

**ARKA CHAKRABORTY**  
Training and Placement Officer  
GURU NANAK INSTITUTE OF  
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157/F, Nilgunj Road, Panihati,  
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Xavier Gomes  
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PRINCIPAL

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