

Version No.	04
Revision No.	05
Effective Date	20 th June 2023
Workstation	CCSC

**COUNSELLING AND CAREER SERVICES CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

Tel: 03-64214409

Fax: 03-64214868

MEMORANDUM

To : _____

From : Br. Saiful Redza Mohamed
Director
Counselling and Career Services Centre

Date : _____

Subject : FAILURE TO ATTEND COUNSELING SESSION

May I kindly refer you to the above matter:

Name : _____

Matric No/Staff no. : _____

Please be informed that. The above-named student/staff was referred by your good self to our Centre for Counseling session. However, he/she failed to do so.

Therefore, I am referring back the above named-student/staff to your kulliyah/office for further action.

Thank you.