<<Employee's Name>> <<Address>> <<Address>> <<Post Code>>

<<Date>>

## OFFER OF

Dear <<Name of Candidate>>

I am pleased to offer you a wo of <<Name of Company>> fro will end on <<End Date>> with

[Your placement is unpaid and agreed with <<Insert Job Title of <<Insert Pay Rate Per Day/ Hours>>. Please bring your ba the UK e.g. your passport.]

[Please find enclosed your em return to <<Insert Job Title E.g

The Company's dress code is

We expect you to follow our pr and equal opportunities.

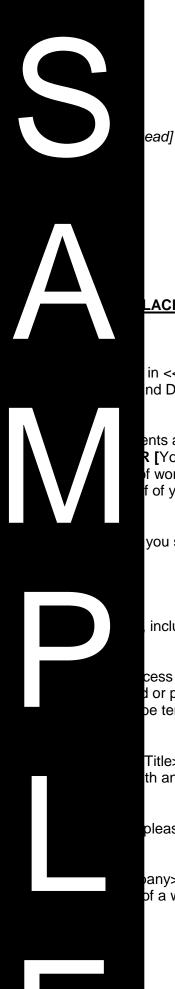
During the course of your plac confidential nature. These mat unauthorised person or persor is breached.

On your first day, please ask for around your work area, explain the tasks you will be carrying of

If you are unable to attend any or Job Title>>, giving as much

We look forward to welcoming your placement. Please sign b placement on these terms and

Yours sincerely



## <u>LACEMENT</u>

in <<Name of Department>> nd Date>>. Your placement

ents and hours will be as **R** [You will be paid at the rate f work will be <<Insert f of your legal right to work in

you should read, sign and

including health and safety

cess to matters of a f or passed on to any other be terminated if confidentiality

Title>> who will show you th and safety and make clear

please advise <<Insert Name

any>> and hope you enjoy of a work experience <<Name>>

<<Title>>

I accept this placement on the

Signed: Date: Parent/Guardian's signature (i Date:



lined above.