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

<<Date>>

OFFER OF PLACEMENT

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Dear <<Name of Candidate>>

I am pleased to offer you a work placement in <<Name of Department>> of <<Name of Company>> from <<Start Date>> to <<End Date>>. Your placement will end on <<End Date>> with

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

[Your placement is unpaid and agreed with <<Insert Job Title>> of <<Insert Pay Rate Per Day/Hours>>. Please bring your bare minimum of your legal right to work in the UK e.g. your passport.]

ments and hours will be as agreed with <<Insert Job Title>> R [You will be paid at the rate of <<Insert Pay Rate Per Day/Hours>> of work will be <<Insert Pay Rate Per Day/Hours>> of your legal right to work in

[Please find enclosed your employment contract for <<Insert Job Title E.g. Intern>> you should read, sign and return to <<Insert Job Title E.g. HR Manager>>]

you should read, sign and

The Company's dress code is <<Insert Dress Code>>

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We expect you to follow our policies and equal opportunities.

including health and safety

During the course of your placement, you may be asked to handle confidential matters. These matters must not be disclosed to any unauthorised person or person in breach of confidentiality. If confidentiality is breached, your placement may be terminated.

ccess to matters of a confidential nature and or passed on to any other person. Your placement may be terminated if confidentiality is breached.

On your first day, please ask for <<Insert Name of Person to Show You Around>> around your work area, explain the tasks you will be carrying out and the safety procedures.

<<Insert Name of Person to Show You Around>> Title>> who will show you around your work area, explain the tasks you will be carrying out and the safety procedures.

If you are unable to attend any day of your placement, please advise <<Insert Name of Person to Advise>> as soon as possible.

please advise <<Insert Name of Person to Advise>> as soon as possible.

We look forward to welcoming you to <<Name of Company>> and hope you enjoy your placement. Please sign back your acceptance of placement on these terms and conditions.

<<Name of Company>> and hope you enjoy your placement. Please sign back your acceptance of placement on these terms and conditions.

Yours sincerely

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<<Name>>

<<Title>>

I accept this placement on the _____ lined above.

Signed:

Date:

Parent/Guardian's signature (if

Date:

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