

Dear Sirs

We are pleased to inform you that we shall receive **NAME OF THE INTERN**, from the University of Valencia, Spain, for a work placement in our organisation within the framework of the ERASMUS programme, which forms part of the Lifelong Learning Programme.

We intend to give her/him tasks and responsibilities in accordance with her/his qualifications and theoretical knowledge acquired during her/his university education.

Timeframe:

Duration of traineeship:

Starting date:

Finishing date:

Company:

Full company name:

Full address:

Address where the training will take place (if different):

Contact phone (if different from tutor's):

Name and function of party who will sign the contract:

Company Division in which traineeship will take place:

Name and job title of **company tutor/supervisor**:

Contact telephone:

E-Mail:

Contents/tasks:

Detailed Description of the Training Programme (content) (at least 5 lines):

Detailed Description of the Tasks of the trainee (at least 5 lines):

Language(s) used during the training: 1. 2. 3.

Complementary financial support:

Approximate schedule and working hours:

Type of organisation:

SME Multinational Large enterprise

Status legal : Public/nationalized enterprise Private enterprise

Commercial aim : profit-making organization non-profit-making organization

Number of employees:

Number of trainees:

