

**Acceptance letter**

***Notice for the host organisation:*** *Please fill out, print onto* ***headed paper of the host organisation and return the signed letter to the candidate via email. Please delete this notice before printing.***

**To:** [name and surname of the candidate]

**ORGANIZATION** [all fields are mandatory]

Full name:

Address:

Postcode:

Town/city:

Country:

Phone : Legal representative or head of the office/department:

Contact person’s name, mail address and phone number:

We, the undersigned, hereby certify that the student \_\_\_\_\_\_\_\_\_\_\_\_\_ has been selected for a traineeship in our offices in the field of \_\_\_\_\_\_\_\_\_\_\_\_.

The traineeship will begin on \_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_, for a total of \_\_\_ months.

The language used during the traineeship will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The minimum level of language competence expected by the trainee is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our daily working hours will be from \_\_\_\_\_ to \_\_\_\_, for a total of \_\_\_\_\_ hours per week (32 hours/week minimum).

Detailed programme of the traineeship: [please indicate]

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship: [please indicate]

Tasks of the trainee: [please indicate]

Monitoring and evaluation plan: [please indicate]

The trainee’s assigned tutor will be Mr/Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who will act as supervisor during the traineeship.

Sincerely,

Legal representative or head of the office/department, etc.