*[On Company Letterhead]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

OFFER OF WORK EXPERIENCE PLACEMENT

Dear <<Name of Candidate>>

I am pleased to offer you a work experience placement in <<Name of Department>> of <<Name of Company>> from <<Start Date>> to <<End Date>>. Your placement will end on <<End Date>> without further notice.

**[**Your placement is unpaid and your working arrangements and hours will be as agreed with <<Insert Job Title E.g. HR Manager>>.**] OR [**You will be paid at the rate of <<Insert Pay Rate Per Day/Hour>> and your hours of work will be <<Insert Hours>>. Please bring your bank details, P45 and proof of your legal right to work in the UK e.g. your passport.**]**

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

The Company’s dress code is <<E.g. Smart Casual>>.

We expect you to follow our procedures and standards, including health and safety and equal opportunities.

During the course of your placement, you may have access to matters of a confidential nature. These matters must not be divulged or passed on to any other unauthorised person or persons. Your placement may be terminated if confidentiality is breached.

On your first day, please ask for <<Insert Name or Job Title>> who will show you around your work area, explain important points of health and safety and make clear the tasks you will be carrying out.

If you are unable to attend any part of your placement, please advise <<Insert Name or Job Title>>, giving as much notice as possible.

We look forward to welcoming you to <<Name of Company>> and hope you enjoy your placement. Please sign below to accept this offer of a work experience placement on these terms and conditions.

Yours sincerely

<<Name>>

<<Title>>

I accept this placement on the terms and conditions outlined above.

Signed:

Date:

Parent/Guardian’s signature (if under 18):

Date: