Dear Employer,

As part of the Transition Year Programme, students are encouraged to participate in Work Experience. Payment is neither accepted nor permitted for this experience. The student is expected to follow a full day in work at your discretion and should not be bound by the beginning and end of the normal school day.

I would be grateful if you would offer this student an interview. If successful in her application, I would ask you to complete the attached Employer Details form which the student will return to me at the school.

The student is covered by the school’s insurance, a copy of which I will give to the student to return to you on receipt of the completed Employer Details Form.

Thank you for your cooperation. It would be impossible to implement this very worthwhile aspect of the TY programme without your assistance.

Please contact me at the school if you have any queries.

Yours faithfully,

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Ms. E O’Brien

Transition Year Coordinator