

LETTER OF INTENTION SAMPLE

DATE

To Whom It May Concern

To the attention ofStudent Name and Surname.....

We confirm thatstudent name surname.....,name of department.....student at Faruk Saraç Vocational School of Design, Turkey will do his/her traineeship in our firm within LLP/Erasmus Work Placement Program for months beginning on and ending on

The tasks of the studenti will be

Knowledge of English Language is sufficient.

Yours Sincerely,

Sector of Company:

Number of Staff:

Web-site address:

.....(SIGNATURE and STAMP of the firm)

.....(NAME of the executive person)

.....(POSITION: General Manager/Human Resources Manager/ Supervisor...etc.)

THE LETTER SHOULD BE PRINTED ON OFFICIAL PAPER OF THE COMPANY/INSTITUTION AND SIGNATURE AND STAMP MUST BE ORIGINAL