



EMPLOYER CONFIRMATION LETTER FROM SCHOOLS

Following is draft of a letter that can be sent by the school to the employer to confirm arrangements for a work-based opportunity for a student. It is recommended the letter be placed on school letterhead.

Date: _____
Site Supervisor: _____
Company: _____
Address: _____
City: _____ State ____ Zip _____

Dear _____,

Thank you for agreeing to participate in a Work-Based Learning experience with our student(s). We look forward to *(type of Work-Based Learning experience)* on *(date)* with *(student's name or class name)*. This confirms our conversation regarding this experience: *(general goals, topics or issue to be covered)*.

Student(s) *{insert name if individual student}* have been given instructions on the expectations for this experience, their responsibilities and student assignments. They have *(or he or she has)* been provided basic information about your company, dress guidelines, and workplace rules. Please give them additional information they might need to make their experience successful on the job site.

If you have any questions, please contact me by phone () _____ - _____ or by

Email at _____. We are looking forward to the success of this opportunity.

Sincerely,

Name

Title