COMPANY LETTERHEAD/AMBLEM

To Bahcesehir University

One of your students, name surname, has applied to XX Company for an Erasmus Traineeship position and has been accepted to do an internship at YY department as an XX trainee employer between the dates DD/MM/YY and DD/MM/YY.

She will be helping/doing jobs such as X,Y,Z under the mentorship of me/ our employee/ department head/ Mr/Ms name/ surname.

(If the company does use any official stamp, please write down also ‘It is not obligatory to have an official stamp in Unitet Kingdom and our company does not have one yet.’.

COMPNAY NAME

PIC Number (If applicable)

COMPANY OFFICIAL ADDRESS

PHONE

WEB ADDRESS

Email

ISSUANCE NAME SURNAME

Position

Email

SIGNATURE