**COMPANY LETTERHEAD/AMBLEM**

To Bahçeşehir University

One of your **students**, **name surname**, has applied to **XX Company** for a Erasmus+ Traineeship program 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**.

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

COMPANY NAME

PIC Number (If applicable)

COMPANY OFFICIAL ADDRESS

PHONE

WEB ADDRESS

Email

RESPONSIBLE PERSON’S NAME AND SURNAME

Position

Email

SIGNATURE AND STAMP

* **Company Letterhead/Emblem:** This part should be available in the acceptance letter.
* **XX Company:** This part should include the name of the company, institute or any place that is acceptable to do the internship.
* **Helping/doing and X, Y, Z:** This part should briefly contain what the participant will do while working as an intern.
* **Me/ our employee/ department head/ Mr/Ms name/ surname:** The mentor who is gonna be responsible with the intern should be written in this part.