

**“PLEASE COPY ON YOUR HEADED PAPER”.**

**“COMPANY NAME”**  
**“RESPONSABLE FULL NAME”**  
**“FULL ADDRESSE”**  
**“POSTAL CODE”**  
**“CITY-COUNTRY”**

**Date (please insert date of the beginning of the placement)**

To whom it may concern,

In compliance with **Erasmus+ 2020, KA103 action (2020-1-ES01-KA103-079254)**, **“Company Full name”** undertakes to collaborate with *Confebask-Basque Enterprises Confederation*, and with **“University Full Name”**, within the framework of the ERASMUS + programme.

In particular, we are glad to nominate **“STUDENT FULL NAME”** as intern, from **“STARTING DATE”** to **“ENDING DATE”**; the work placement programme will be under the mentor’s supervision of **“FULL NAME”**, developing the following tasks (*please complete the following questions*):

1. Knowledge, skills and competence to be acquired:-

\_\_\_\_\_

2. Detailed programme of the training period:

\_\_\_\_\_

3. Tasks of the trainee:

\_\_\_\_\_

4. Monitoring and evaluation plan:

\_\_\_\_\_

Yours sincerely,

(Signature and Stamp)

Please, complete the following concepts:

**“RESPONSABLE FULL NAME”**  
**“TEL./FAX./E-MAIL”**  
**“COMPANY NAME”**  
**“FULL ADDRESS”**  
**“FULL ADDRESS” “CITY-POSTAL CODE”**