

“PLEASE COPY ON YOUR HEADED PAPER”.

“COMPANY NAME”
“RESPONSABLE FULL NAME”
“FULL ADRESSE”
“POSTAL CODE”
“CITY-COUNTRY”

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

To whom it may concern,

In compliance with Erasmus+ 2022, KA1 action (2022-1-ES01-KA131-HED-000062667), **“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”