

“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+ 2023, KA1 action (2023-1-ES01-KA131-HED-000131921)**, **“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. Detailed programme of the traineeship (including the virtual component, if applicable):

2. Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

3. Monitoring plan:

4. 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”