**LETTER OF ACCEPTANCE
*for traineeship***

**YOUR NAME AND SURNAME
Çanakkale Onsekiz Mart University, Faculty of Art and Science**
Bachelor’s Degree, Sociology

**To whom it may concern,**

This is to confirm that we accept the student named above for the internship under the Erasmus+ Programme for **3 months, from 1/05/2017 to 1/08/2017.**

If you need further information, please do not hesitate to contact us.

|  |  |
| --- | --- |
| **Company Name:** | \*\*\* |
| **Company Address:** | \*\*\* |
| **Company Website:** | \*\*\* |
| **Company Telephone Number:** | \*\*\* |
| **Company Email:** | \*\*\* |
| **Type of Organisation:** | \*\*\* |
| **Job Description** | \*\*\*(Please describe your job briefly and explain relation with your area of study by at least two articles.) |

**As the manager ………… (name of the company) hereby I certify**

* To organize the accommodation, the local transports and reception of candidates.
* To provide work and placements;
* To implement the follow-up procedures: monitoring will be on a regular basis, guidance and support will be available always to the participant;
* To organize a socio-cultural program and organize evaluation meetings;
* To Co-operate at all times with the sending organization and partner;
* To set-up structured information follow,
* To improve the common means for skill analysis and the qualified work labour,
* To Erasmus training program and certification.

I am looking forward to receiving you and your colleagues at our company, in our city.

City, 18th March 2017

 **Manager’s Name and Surname
 Manager’s Signature and Stamp
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ALL THE HIGHLIGHED PARTS ARE REQUIRED.
PLEASE REMOVE ALL THE HIGHLIGHTS BEFORE PRINTING.**