HÖHERE LEHRANSTALT FÜR WIRTSCHAFTLICHE BERUFE
PINKAFELD

Bildung Burgenland
www.bildungburgenland.at

cool
cooperatives offenes lernen - mit e-learning

WORK EXPERIENCE

Dear Madam/Sir,

We are happy that you have accepted students of our school for gaining work experience in your company. In this way they have the chance to practise and use their knowledge in business life.

We kindly ask you or one of your staff to introduce the trainee into the procedures of your company, to instruct them and supervise them.

The basis of the working relationship is the signed contract. The working time and the salary is regulated in the collective contract.

To acknowledge and evaluate the work-experience of the student we kindly ask to give to the students the following documents at the end of their work experience:

- **Certificate of work experience**
- **Completed feed-back sheet**

We wish the company as well as the student a productive and successful work experience and would like to thank you for your help and commitment.

Yours sincerely

Head of practical training

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