



# SCOIL MHUIRE

TRIM  
Co. MEATH

## EMPLOYER LETTER

Date: \_\_\_\_\_

Dear \_\_\_\_\_

Thank you for cooperating in our Transition Year work experience programme. This work experience takes place between the:

19th - 30th of November 2018

and

20th - 31st of May 2019

for blocks of one or two weeks. Students are expected to work the employer's hours up to a maximum of seven hours a day.

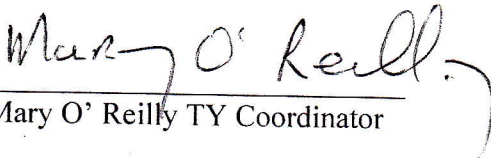
- The student who will be working with you is \_\_\_\_\_
- The dates of this placement are: \_\_\_\_\_

Please ensure that suitable arrangements for safety induction are in place before the students takes up this work placement.

Students have assessment forms which they will present to be filled in at the end of the session. You should have already received a copy of our insurance along with the student's details – if not please contact me and I will forward a copy to you.

If you have any queries or problems, please do not hesitate to contact me at the number below. I hope everything goes well.

Yours sincerely

  
Mary O' Reilly TY Coordinator