

TO: Università Iuav di Venezia
Master e Career Service
Santa Croce, 601 - Campo della Lana
30135 Venezia VE
Italy

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Subject: Letter of intent

Our organisation:
FULL NAME:
ADDRESS:
Postcode:
Town/City:
Country:
Tel:
Fax:
Director:
Contact person's name:

Following the interview with the candidate Iuav, we have decided to offer him/her an internship placement in the field of (Architecture, Design, etc.)

The placement will begin on and continue until (that is for months).
Our daily working hours will be from to, for a total of hours per week .

The detailed programme of the training period will be:

.....

- Knowledge, skills and competence to be acquired:

.....

- Tasks of the trainee:

.....

- Monitoring and evaluation plan:

.....

The reference person for this placement will be Mr/s., who will act as tutor/supervisor during the internship.
Should you need any further information please do not hesitate to contact

Sincerely,

Legal representative or head of the office/department, etc.
(date, stamp and sign)