



# Clonturk

Community College  
*Achieving Excellence Together*

To whom it may concern,

On behalf of the Transition Year team in Clonturk Community College, we would like to thank you for offering \_\_\_\_\_ an opportunity to complete block work experience every Thursday in \_\_\_\_\_ on the following dates. Please note that these dates will exclude school holidays.

- 7<sup>th</sup> October - 2<sup>nd</sup> December
- 9<sup>th</sup> December- 17<sup>th</sup> February
- 3<sup>rd</sup> March- 19<sup>th</sup> May

Please complete the attached slip to confirm your offer of placement. We look forward to working with you in the coming academic year. Please do not hesitate to contact us at [ty@clonturkcc.cdetb.ie](mailto:ty@clonturkcc.cdetb.ie) if you have any questions.

Le dea- ghúí,

The Transition Year Team

I/ We commit to offering \_\_\_\_\_ Work Experience every Thursday during the following dates (please tick):

- 7<sup>th</sup> October - 2<sup>nd</sup> December
- 9<sup>th</sup> December- 17<sup>th</sup> February
- 3<sup>rd</sup> March- 19<sup>th</sup> May

Company/ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agreed work hours: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Company stamp: