



### Work Placement offer

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 work experience every Thursday on the following dates (please tick below). Please note that these dates will exclude school holidays.

Please tick where appropriate:

- ☐ 10<sup>th</sup> September 2026 – 26<sup>th</sup> November 2026
- ☐ 3<sup>rd</sup> December 2026 – 4<sup>th</sup> March 2027
- ☐ 11<sup>th</sup> March 2027 – 20<sup>th</sup> May 2027

Please complete the below to confirm your offer of placement. We look forward to working with you in the coming academic year.

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

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

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

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

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

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

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

Company stamp:

Le dea- ghúí,

The Transition Year Team