Date:

Dear

Following the Work Experience which you provided for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I would like to thank you for the invaluable educational experience he/she/they gained. The feedback received from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been extremely positive and we are very grateful for all your help.

We value your feedback and would very much appreciate your comments as it will help us to continually improve the work experience for both Employers and Learners.

There is an Employer’s Evaluation of Work Experience Form within the Employer Pack, we would be grateful if you could complete the form and return it to me at the address below.

I hope we can work together again in the future.

Yours sincerely

Work Experience Co-ordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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