

Please print the filled Letter of Confirmation on the company cover sheet and send a signed and scanned copy of the document by e-mail: mojca.jost@gmail.com

LETTER OF CONFIRMATION ON ACCEPTING A TRAINEE

dd/mm/yy

To: **Visoka šola za hotelirstvo in turizem Bled**
Prešernova 32, 4260 Bled

TO WHOM IT MAY CONCERN

We hereby inform you that first name and family name, a student of the above-mentioned school, is accepted as an ERASMUS+ trainee at the host company name for a number months traineeship from _____ to _____.

INFORMATION ON THE HOST COMPANY

COMPANY DATA:	
Company name :	
Street name and number:	
P.O. Box:	
Postal code:	
City:	
Region/Country:	
Main phone:	
Main E-mail:	
Website:	
INFORMATION ON THE LEGAL REPRESENTATIVE WHO WILL SIGN LEARNING AGREEMENT	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Name and surname:	
Position:	
INFORMATION ON THE TRAINEE'S SUPERVISOR	

Name:	Surname:	
Division:	Position:	
Telephone:	Mob:	E-mail:

INFORMATION ON WORKING HOURS/DAYS DURING THE TRAINEESHIP PERIOD

8 working hours per day, including lunch time

5 working days (40 hours) per week

INFORMATION ON THE WORK CLOTHES/ SPECIAL REQUIREMENTS FOR THE TRAINEE

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Position of the Legal Representative _____

Name and Surname