**CONFIRMATION LETTER**

**Private & Confidential**

Dear [**name of student**]

**RE: Work Experience at St Mary’s University**

I have pleasure in confirming our offer of a work experience placement to work within St Mary’s University.

This placement is for the period from xxx to xxx based at xxx. This offer is subject to the conditions outlined in this letter.

During the period of your work experience, you will not, at any time, except where the law requires, be regarded as an employee of the University, and will not be eligible for remuneration in respect of your work placement with the University.

If you agree to accept the appointment on the terms specified below then please sign the attached form of acceptance and return one copy to me.

Yours sincerely,

**[Manager signature]**

**[Manager Name]**

**[Manager Title]**

**[Telephone Number]**