

O'Carolan College

Nobber, Co. Meath.

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Principal: Cathal Rogers Deputy Principal: Helen Loftus



November 2021

Dear Sir/Madam,

We wish to confirm with you that a student from our school has organised work experience with you from Monday 6th December – Friday 17th December 2021.

Work experience is an integral part of our TY Guidance programme and allows students to gain an insight into the world of work. The students are required to work a typical school day (9:00 – 16:00) but timing can be amended at your own discretion.

Employers are not required to pay students on work experience and LMETB provides full insurance cover through its own insurers, Irish Public Bodies Ltd., please see attached. Similarly, we would appreciate if the employer could fill in the Employer Evaluation form, which can be returned to: Ms S. Denning, O'Carolan College, Nobber, Co. Meath or alternatively, emailed to sdennig.occ@lmetb.ie.

Once again, we would like to take this opportunity to thank you for accommodation our student within your company; the quality that is gained during this time is invaluable. If you have any queries on this or any other matter relating to work experience, please do not hesitate to contact us at the school.

Many thanks for your help,

Yours sincerely,

A handwritten signature in black ink, which appears to read 'Sharon Denning'. The signature is written in a cursive style and is positioned above a horizontal line.

Sharon Denning

Programme Coordinator