

Please complete this document on the official headed paper

Invitation and Acceptance Letter

Dear **Mr/Ms.....**,

we are pleased to invite you to carry out the Erasmus+ traineeship at the **Name and address of the host institution:**, under Erasmus+ student's exchange programme. We confirm your stay in the academic year **2023/2024.**

The traineeship period is from **day/ month/ year to day/ month / year**

We look forward to meeting you.

.....
Name of the signatory

.....
Function

.....
Date

.....
Stamp and Signature

CC:

- Employer information and placement requirements info sheet
- Filled in and Confirmed Learning Agreement for traineeships