

**You can use the template email below as a starting point for contacting prospective work experience employers. If you need further support please see your Pupil Support Leader.**



**Subject line:** School Work Placement Programme – Trinity High School

Dear Sir/Madam

Thank you for agreeing to offer me a work placement for week beginning **24<sup>th</sup> June 2019**. Work placements are an important part of my career education allowing me to prepare for the world of work and think about my future career.

To enable this placement, I would be grateful if you could kindly complete the online form to provide my Work Placement Co-ordinator details of my placement. The form should take 5-10 minutes to complete.

If you have any queries, please do not hesitate to contact me on **<insert mobile number or email address>**

Yours sincerely,

INSERT YOUR NAME  
Trinity Academy  
YOUR EMAIL ADDRESS