(Host Company letterhead)

 (***Date***)

To whom it may concern

This letter serves to confirm … …………….’s (**Host Company**) commitment to employ 80% of the number of learners placed i.e. …… of the ……(**number**) learners after the Experiential Learning period (**Start & End Dates**) have been completed.

**Nature of employment:**

 **Designation(s) and/ or Job Title:**

**Employment status: (please select appropriate option)**

|  |  |  |
| --- | --- | --- |
| **Type of Employment Contract** | **Commencement Date** | **End Date** |
| **Permanent employment** (12 months & longer) |  | N/A |
| **Fixed term contract** (minimum 12 months) |  |  |

***NB. If on short term basis please indicate the duration and also whether the contract is renewable)***

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

(**Name & Surname**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner/Manager/Director**

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Date: