**LETTER OF INTENT**

**YOUR NAME AND SURNAME
ANKARA SOSYAL BILIMLER UNIVERSITESI,
Faculty of Art and Science**
Bachelor’s Degree, Sociology
 (4 years+1 years English Preparation Programme)

**To whom it may concern,**

This is to confirm that we accept the student named above for the internship under the Erasmus+ Programme for **3 months, from 1/12/2017 to 3/12/2017.**

If you need further information, please do not hesitate to contact us.

|  |  |
| --- | --- |
| **Company Name:** | \*\*\* |
| **Company Address:** | \*\*\* |
| **Company Website:** | \*\*\* |
| **Company Telephone Number:** | \*\*\* |
| **Company Email:** | \*\*\* |
| **Type of Organisation:** | \*\*\* |

**As the manager ………… (name of the company) hereby I certify**

* To organize the accommodation, the local transports and reception of candidates.
* To provide work and placements;
* To implement the follow-up procedures: monitoring will be on a regular basis, guidance and support will be available always to the participant;
* To organize a socio-cultural program and organize evaluation meetings;
* To Co-operate at all times with the sending organization and partner;
* To set-up structured information follow,
* To improve the common means for skill analysis and the qualified work labour,
* To Erasmus training program and certification.

I am looking forward to receiving you and your colleagues at our company, in our city.

City, 18th March 2017

**!!! PLEASE DELETE THIS MESSAGE BEFORE PRINTING !!!
ALL THE HIGHLIGHED PARTS ARE REQUIRED.
PLEASE REMOVE ALL THE HIGHLIGHTS BEFORE PRINTING.**

 **Manager
(Direct Manager)**