



Dear Employer

**Re: Work Experience Band X– Monday XX June to Friday XX June 20XX**

This letter is to introduce our student  who is looking for a one-week work experience placement.

Every student in Year 10 at Park High School must find a work experience placement. This opportunity provides them with an insight into the demands and the challenges of what life holds for them post 16.

Many colleges, universities and employers recognise the benefits of work experience, and we would be most grateful if you allowed our student to work in your company. **Please complete the following sections and return to the student.**

<b>Name of Business</b>	
<b>Employer Placement Lead Name</b>	
<b>Employer Placement Lead Email</b>	
<b>Employer Placement Lead Phone Number</b>	
<b>Full Business Address</b>	
<b>Business Postcode</b>	

Once our student has entered the above details on the digital platform (Unifrog) an email will be sent to you requesting additional information.

Please do not hesitate to contact me if you have any further questions.

Yours faithfully

*R Patel*

**Mrs R Patel**  
**Work Experience Administrator**  
[workexperience@parkhighstanmore.org.uk](mailto:workexperience@parkhighstanmore.org.uk)

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