



PICNIC POINT HIGH SCHOOL

YOUR COMMUNITY SCHOOL PROMOTING EXCELLENCE

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RE: WORK EXPERIENCE

Dear Employer

This letter is to introduce _____ a prospective work experience student from Picnic Point High School who is seeking work experience at your place of business. Work experience is a chance for students to experience real working conditions, which will help them consolidate their current studies and or future career directions.

By taking part, you will provide invaluable learning experiences to students and promote your industry. If you are willing to take on the student as part of the program, in coming days, the student will ask you to fill in a form confirming the agreement and an outline of the program.

If there are any further questions or concerns, I can be contacted on (02) 9772 1700 extension 135.

Regards,

Mr L. Nguyen

(Career Advisor)