

Example Student Welcome Letter

Name

Address

Date

Business

Office/Branch address

www.

Tel/No.

Dear Name

I am looking forward to welcoming you into my team, in {business}, for your work experience placement starting {date commencing work experience} and finishing no later than {date work experience finishes}. During your placement, {name of buddy} will be your buddy and will be managing your work experience with you. It's a friendly team and we have had work experience candidates before, so I hope this is reassuring.

Your work experience will be unpaid and will be based at {office location}. Please can you come in on {date commencing work experience} for {time} and {name of buddy} will meet with you. If you are unable to attend on the day at 10.00am, please contact your buddy to advise them of this.

It would be helpful for us if you can come along with ideas/paperwork on the following:

- Ideas on what you want to get out of the experience.
- Bring along any paperwork you may need to complete for your school/charity on the work experience placement. We can work through this paperwork with you when you come in.
- Bring a form of ID (eg passport if you have one)

Finally, as you will be working in an office/shop/factory environment, please can you ensure that you come appropriately dressed whilst on your work experience placement.

If you have any queries on any of the above, please contact {Buddy name} on {Buddy's number}.

We look forward to having you with us,

Kind regards

Name

Business

Contact Details