Appendix D - WORK EXPERIENCE CONFIRMATION LETTER

Date

Dear

I am writing to confirm your work placement in (**Complete)** at Hillingdon Hospitals NHS Foundation Trust.

Prior to your placement starting, you will need to liaise with **(contact person on telephone number)** to agree where and to whom you need to report on your first day and during the rest of your placement.

Dress/Appearance Code: If you are not provided with a uniform clothing should be of a smart, professional appearance; denim, leather and suede are not suitable and are not permitted. Minimal jewellery should be worn. Shoes should be comfortable, with a low heel and the toe covered, no sling backs. Trainers may be permitted in some areas but please check with your supervisor prior to commencing your work placement. Long hair should be securely tied back. Protective clothing such as aprons and gloves must be worn in accordance with Trust policies in relation to infection control and food handling.

You need to complete the attached Work Experience/Shadowing Agreement (x 2 - one to be kept by yourself, the other to be returned in the envelope provided to me at the above address.)

PLEASE NOTE

If you have any medical or health related problems (E.G diabetes, epilepsy, latex or other allergy) please make the department manager aware, so that appropriate steps can be taken to protect you.

Yours sincerely

Name:

Department: