**LETTER OF INTENT**

This is to confirm that ...…………………………………………………………………………………….……………………  
*(organization/company name)* hereby declare to offer work placement to …………………………… ……………….…………………….………………………… *(student’s name)*, student of the Jesuit University Ignatianum in Krakow, Poland within the Erasmus+ Programme - Student Mobility of Placement and to respect and observe the obligations of the *Erasmus+ Student Charter* and *Learning Agreement for traineeship*.

**1. Planned dates** **of start and end of the placement period:**

from ………...………….. (day/month/year) till …..….........….. (day/month/year). (minimum placement period is 2 months)   
**2. Details of the host institution**

|  |  |
| --- | --- |
| **Organization/ company full legal name** (national language) |  |
| **Organization/ company full legal name** (in latin) |  |
| **Acronym** |  |
| **Address** (street, number, city, postal-code, country) |  |
| **PIC number** (if applicable): |  |
| **Erasmus ID** (if applicable): |  |
| **Type of organization/economy’s sector:** |  |
| **Size of the enterprise (approx. number of employees):** |  |
| **Phone/ Fax:** |  |
| **Website:** |  |
| **Name and email address of trainee’s mentor:** |  |

**3. Tasks of the trainee** (brief description): ….…………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………..  
………………………………………………………………………………………………………………………………………………..

**4. Main language of work:**…………………………

**Signature:** ………………………………………………………………………………………….  
**Name and position   
of the representative person:** …………………………………………………………… **Stamp of the institution**