

[PLACEMENT PROVIDER ADDRESS]

[INSERT DATE]

Dear

[PLACEMENT PROVIDER CONTACT NAME]

PLACEMENT FOR

[INSERT STUDENT NAME, COURSE]

On behalf of the university, we'd like to thank you for your time and support in enabling

to undertake a work placement with you.

[INSERT STUDENT NAME]

Work placements are an incredible opportunity for our students to enhance their skills and also to experience how the skills they've already developed studying with UCA might begin to support them beyond their formal education.

I enclose a copy of the completed Placement Learning Feedback Form for your interest.

[HIGHLIGHT ANY AREAS OF CONCERN AND REQUEST VISIT TO DISCUSS REMEDIAL ACTION IF SERIOUS]

Once again, I would like to thank you for your invaluable support.

Yours sincerely,

[INSERT UNIVERSITY PLACEMENT ORGANISER NAME & CONTACT DETAILS]

Electronic copy of this letter should be sent to the Placement Provider