

Fax: (0504) 23645

*Christian Brothers School,
Thurles,
Co. Tipperary.*

*Principal: Mr. Tiernan O'Donnell
Deputy Principal: Mr. Tim Coffey*



Fón: (0504) 22054

*Scoil na mBráithre Críostaí,
Durlas,
Co. Thiobraid Árann.*

*Website: www.cbsthurles.ie
E-mail: reception@cbsthurles.ie*

May 31st2017

Dear Employer,

As Leaving Certificate Vocational Co-Ordinator in CBS Thurles, I would like to thank you for allowing our 5th year LCVP student _____ to work in your business as part of his LCVP work experience module.

Under this module students are required to go on work experience for 3 to 5 days. This is a very important part of their programme and I trust they will cooperate fully with you at all times.

I enclose a copy of the school's insurance policy which provides cover for the student while out on placement. Please feel free to contact the school at any time if you are concerned about anything.

I enclose an assessment sheet that I would be grateful if you could complete and return to the student. Thank you again for your cooperation.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'John Stokes', written over a horizontal line.

John Stokes (LCVP Co-Ordinator)