

## **Information about pupils work experience 2011**

Hamburg , .....

### To Whom It May Concern

Dear Sirs !

We would like to inform you that pupils from our school who attend sixth form will do their work experience between

**Monday , 19<sup>th</sup> September and Friday, 30<sup>th</sup> September, 2011.**

It is our school philosophy that pupils shall gain some understanding of at least one business branch and what it is like if people work full time before they leave school. Moreover, we would like them to learn something about how businesses are managed on a practical basis. This is also supported by what they learn in subjects at school dealing with the basics of economy.

We would appreciate if you supported the pupils who would like to do their work experience at your company.

The pupils are required to keep record of what they are doing on a daily basis. They need your support particularly with regard to collecting information for this purpose. So as to be careful about data that may not be passed on to others the pupils will be instructed about this very sensitive point previous to their work experience at school.

If your company is planning to take a pupil from our school in September 2011 we would ask you to fill in the papers attached to this letter. We would ask you to send a short evaluation of the pupil to our school after she has finished his or her work experience including some information about your company if possible.

The school address is [info@marion-doenhoff-gymnasium.de](mailto:info@marion-doenhoff-gymnasium.de).

Your sincerely,



( Uwe Merz ; coordinator of work experience )