

[Institution Letterhead]

Placement Report – Program includes formal Work-Integrated Learning

Name of Post-Secondary Institution:

Student First and Last Name:

Student ID:

Date:

This letter confirms that the student is domestic and enrolled in **(name of the program)** which includes a formal co-op/internship/field placement. Their work placement at **(name of the employer/company)** will take place from **(MM-YY) to (MM-YY)** and will count towards the completion of their **(course/degree/program)**.

Sincerely,

(Signed)

(Name, Position, Email and Phone Number)