

CLAIMANT NAME

Address

Date: xx /Month/ year
Reference:

Dear **CLAIMANT NAME**

You volunteered to take part in a Work Experience placement to help you gain work skills and experience.

I have arranged for you to start with **EMPLOYER NAME** on **DATE** at **TIME**.

You should report to:

Contact Name

Employer Name

E.g. Reception – Level x
Raleigh House
xx-xx High Street
Anytown
XX 2GA

The expected end date for this placement is **DATE**.

Please contact **CONTACT NAME** on **TELEPHONE NUMBER** if:
you need to confirm or make further arrangements for your first meeting, or
you don't know how to get there.

If you cannot attend for any reason, or if you stop claiming Jobseeker's Allowance, please contact this Jobcentre immediately.

Once you have started this placement, please contact the **employer** immediately if you will not be able to come in for any reason.

While on your placement we will continue to see you in the Jobcentre at your fortnightly job review to:

- see how things are going, and;
- to provide any further help or support you may need.

Towards the end of your placement we may discuss what your next steps should be and I will provide whatever help I can.

If, meanwhile, you want advice or help, just tell me.

I really hope your placement works out well and that you find it worthwhile. Please contact me if there is anything else you want to discuss.

Yours Sincerely

(For Personal Adviser)
PERSONAL ADVISER

If you require any further information or assistance regarding Jobcentre Plus services please do not hesitate to call.

Wishing you success in your placement.

If you would like details of other jobs please ring Jobseeker Direct on 0845 6060 234. If you prefer to speak Welsh, the Jobseeker Direct Welsh Language service is 0845 6067 890.

The number for deaf or hearing impaired people who have access to a textphone is 0845 6055 255, or 0845 6044 022 for the Welsh Language textphone service. Calls to Jobseeker Direct are charged at local rates.