

COMPANY LETTERHEAD

Company's information as
sender

To
Olga V. Plotnikova
Deputy Head of Study Affairs
for the areas of Journalism and Management
Saint Petersburg State University

Dear Ms. Plotnikova

I am pleased to offer an internship placement opportunity for **STUDENT's FULL NAME**, a first year student of the Graduate School of Management SPbU program "*Master in Management*" / "*Master in Corporate Finance*" (specialization 38.04.02 "Management" (concentration in "..."), in the ...department of our company ... during the period from 29.06.2016 till 31.08.2016 (total duration of the internship – 6 weeks).

Brief information on the company:

- *Main activities*
- *Sector*
- *Position on the market (positions regarding rivals, annual turnover etc.)*
- *Partners / cooperation (if applicable)*
- *Number of employees*
- *Web-site*

During the period of internship placement in the department (name)... the student will perform the following activities (*the must be related to the educational concentration*):

- 1.
- 2.
- 3.
- ...

The Supervisor of the internship will be: **FULL NAME, POSITION, CONTACT DETAILS**

The company (name) is prepared to conclude a labor agreement with the student and, upon by the successful completion of the internship, to provide the student with letter of reference.

Position

Name in full