



## **LETTER OF ACCEPTANCE**

**OSTİM TECHNICAL UNIVERSITY**  
Ostim, 100. Yıl Blv 55/F, 06374 Ostim Osb/Yenimahalle  
Ankara/Turkey

Ankara, DD/MM/YYYY

Dear Mr/Ms. [Student's Name] ,

Following your request, we are happy to inform you that we can offer you a traineeship position under the Erasmus+ Programme at OSTİM TECHNICAL UNIVERSITY in the field of \_\_\_\_\_ [ex. Engineering, Marketing, Education].

The placement will start on DD/MM/YYYY and DD/MM/YYYY. Our working hours are between \_\_\_ and \_\_\_, a total of \_\_\_ hours per week. The language that will be used during the placement is \_\_\_\_\_.

Your training activities will be within the [Department/Unit] of \_\_\_ at OSTİM TECHNICAL UNIVERSITY, located in Ankara, Turkey. During this period, your tasks will be focused on [List of tasks to be undertaken].

Mr./ Ms. \_\_\_\_\_, from the [Department/Unit] of \_\_\_\_\_, will act as your supervisor during your placement. His/her contact information is \_\_\_\_\_.

We agree to sign the following documents

- the Erasmus+ Student Mobility for Traineeship Learning Agreement Form duly signed by your university before the mobility;
- the certificate of attendance at the end of the mobility;

Kind Regards,

[Signature]  
[Name- Surname]  
[Position/ Title]