**Invitation Letter**

I, the undersigned hereby approve that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of student), who is a student (student’s ID code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) at the Institute of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budapest Metropolitan University majoring in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Study Program and enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_ year complete the compulsory/voluntary internship at our company between

Start date of Traineeship:

End date of Traineeship

Name of Company:

Address of Company:

Company website:

Head of Company:

Position:

Phone: Email:

Company supervisor of the intern:

Position of Supervisor:

Phone: Email:

Position of the intern:

Organizational unit employing student/intern:

Responsibilities of the intern at the company:

a) Basic tasks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b) Other tasks expected by the supervisor:

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Monthly salary/financial support the student receives during his/her internship: \_\_\_\_\_\_\_\_\_€/month.

The student will receive the following contribution in kind during his/her internship: accommodation, flight ticket, food\*, other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please, underline where applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_day) \_\_\_\_\_\_(month) \_\_\_\_\_\_\_\_\_\_(year)

 Stamp

Signature of Employer