

PARTICIPANT PLACEMENT LETTER/EMAIL

Managing organizations should already be in conversation with a participant about the career development experience program before sending a placement letter or email. Participants may find it helpful to receive this information in more than one way (personal conversation, a text message directing them to check their email, etc.).

- Consider copying parents/guardians, teachers/instructors, and counselors/mentors if emailing participants.
- [Career development experience] may be replaced with the title used for implementation at the managing organization (Ex: internship, cooperative education, remote work, etc.)

Dear [participant name],

We are excited to inform you that you have been accepted to participate in the [career development experience]! Your placement will be with [host name] and will begin on [start date]. Your [managing organization] point of contact will be [name of managing organization staff member]. Please see below for additional details on your career development experience:

As a participant in a career development experience, you will:

- Engage in authentic, hands-on tasks related to your career interest area.
- Receive one-on-one mentorship and guidance from industry experts.
- Discover the various pathways and requirements for employment in your career interest area.
- Determine whether your career interest area is a good fit for you.
- Develop a network of professionals and industry experts to access of future opportunities.

Host Information

- Host name:
- Host address:
- Host supervisor name and contact information:

Credit/Compensation

- Credit hours received and applicable course codes:
- Hourly wages/stipend earned and payroll schedule:

Schedule

- Start date & end date:
- Weekly schedule and number of hours per week:
- Calendar of events

Congratulations and we look forward to working with you!

Should you have any questions regarding your career development experience, please contact your [managing organization] point of contact at [email/phone].

Sincerely,
[Managing Organization]