

Dear Sirs,
Respected Entrepreneurs,

We'd like to thank you for offering the possibility of absolving an internship at your firm to one of our students at the HLWest. We count on your opinion and your impression concerning the competence as well as the working attitude of our students.

Therefore we kindly ask you to fill in the enclosed feedback, adding your company's stamp, and to return it personally to the trainee at the end of the internship. The completed feedback will be handed in at the beginning of the following school year. The document can be downloaded on our school webpage www.hlwest.at.

With this feedback your company confirms the actual working hours of the trainee, which are required for the admission to the final exam. Furthermore your feedback offers an insight into the tasks carried out by the trainees.

Thanks in advance for your cooperation. I remain at your disposal for further enquiries. Please don't hesitate to contact me in case of any difficulties. Hoping to be able to satisfy your needs,

Yours faithfully,

Verena Scharf
Fachvorständin
Tel.: 0043 512 27 67 47 12
Mail: v.scharf@hlwest.at