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**LETTER OF INVITATION**

To the attention of Hasan Kalyoncu University - International Relations Office,

We hereby confirm that *...........student name surname......,* who iscurrently astudent at the *........name of department........* Department of Hasan Kalyoncu University in Turkey, will do his/her internship at the (name of the Company /Institution/ NGO) within the terms of the Erasmus+ Student Internship Mobility.

The internship will be for a period of XXX months, beginning on ..... */…/……* and ending on *.... /…/…….*

Sincerely,

**(NAME of the executive person)**   
 **(POSITION: General Manager/Human Resources Manager/ Supervisor...etc.)**

**(SIGNATURE and STAMP of the firm**)