



New Hampshire

# Department of Education

## Parent Letter

Date

Parent/Guardian name

RE: Student Name

Mailing address

To Whom It May Concern,

Work-based learning is a wonderful opportunity for your learner to earn credit, gain valuable work experience, and to explore a potential career pathway. It is an educational strategy that will allow your learner to work with an industry partner outside of the traditional classroom to apply and learn new skills in an authentic, real-world work environment.

Your learner has been offered an opportunity to intern at **(Business Name)** as a **(position)**. This internship will occur over a **(time period ex: 6-week period)**. Your learner will be scheduled on **(days of the week)** from **(start time)** to **(end time)**. Your learner will be earning credit for **(course name)** by completing this experience.

Please see the enclosed work-based learning agreement and review your expectations as a parent and your learner's expectations. This agreement will need to be signed and returned by **(date of return)**.

If you have any questions regarding this experience please do not hesitate to reach out to **(coordinator name and contact information)**.

Sincerely,

**(Coordinator, director, admin, guidance counselor etc...)**