

<Please Insert Organization Letterhead>

The Placement Officer

<enter name & address of educational institution>

<enter date>

Sir / Madam,

Invitation to INNkeeper Internship Position

We cordially invite the following students to fill INNkeeper Internship positions with us:

	Full Name	ID/Passport Number
1.		
2.		
3.		

The program will commence on:		and end on:	
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During the internship students will receive responsibilities in the following management areas:

- Front Office and Reception Management
- Housekeeping and Rooms Management
- Reservations and Rates Management
- Accounts Receivable, Payable, General Ledger & Cashbooks
- Food and Beverage Control
- Stock Procurement and Control

Appointment to the internship position is subject to the attached internship contract, which is to be fully completed and signed by the student, duly assisted by their legal guardian if they are under age.

Yours sincerely

Name:

Position:

Email:

Tel: