

Job Shadow Confirmation

Date:

To:

From:

Re: Job Shadow Program

Thank you for your interest in participating in the job shadow program. The job shadow is scheduled for _____ from approximately _____. An overview of the program is attached.

The job shadow experience is designed to expose students/teachers to careers and work environments. It is an opportunity to see what a job entails, to observe and interact with business professionals, and to recognize the link between the skills the job shadow participants are teaching and learning at school, and the skills being used in the workplace. We plan to have _____ students and _____ teacher(s) participating in this job shadow experience.

If these arrangements are satisfactory, please confirm with:

Name:

Telephone:

Thank you for your active interest in students and their complete educational experience which will enable them to become productive workers within the "real world of work".