



- TO BE FILLED OUT BY COMPANY -

## Confirmation of Stay

### Confirmation of Arrival

This is to confirm that

Ms./Mr. \_\_\_\_\_ has been present at our company:

\_\_\_\_\_

On (dd.mm.yyyy)\* \_\_\_\_\_ and is expected to stay until (dd.mm.yyyy) \_\_\_\_\_

Name of signatory: \_\_\_\_\_ Function of signatory: \_\_\_\_\_

\_\_\_\_\_  
Signature and stamp of company

\_\_\_\_\_  
Date

### Confirmation of Departure

This is to confirm that

Ms./Mr. \_\_\_\_\_

Was employed in our company until\*\*: \_\_\_\_\_

\_\_\_\_\_  
Signature and stamp of company

\_\_\_\_\_  
Date

The date of signature cannot be earlier than 5 days prior to the end date of internship.

\* first day of presence for internship

\*\* last day of presence for internship