

- 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 (dd.mm.yyyy)** _____

Entire internship phase (e-learning + physical attendance)***: _____

Physical attendance internship phase***: _____

e-learning internship phase (only if applicable)***: _____

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

***please write exact dates (from dd.mm.yyyy to dd.mm.yyyy)