

3rd October 2016

MLS/JHR/Appr/Eve/2016

Dear «Home_salutation»

Re: Year 13 – Higher Apprenticeship Information Evening

I would like to invite you along with «Forename» to attend our Higher Apprenticeship Information Evening on Tuesday 18th October 2016 at 6.00 pm.

The aim of the evening is for «Forename» to learn more about Higher Apprenticeships and how you can research for vacancies and ultimately apply for an apprenticeship.

Local, national and international organisations will be looking to recruit high calibre A level/BTEC students during the next few months, which is why it is important that students are fully informed about the application process and the entry requirements and skills they may need to apply.

The evening will involve an informal market place, where students can speak directly to the employers and learn about some of the exciting employment opportunities the visiting organisations can offer students upon leaving The Leigh Academy. At last year's events some of the companies took students' details as potential apprentices.

We will also have Leigh Academies Trust Careers Advisor, Lesley Tannock available to answer any career related questions. Refreshments will be available throughout the evening.

I do hope you and «Forename» can join us for this exciting and informative evening, I look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Melanie Lester', with a stylized flourish at the end.

Melanie Lester
Director of Learning, Post 16