



UBS Work Experience programme: Confirmation letter

Date

Dear [student name],

It's not long now until you start your one-week placement. We're looking forward to having you on board!

Ahead of your start date, this pack includes key information about your placement, including:

- Information about your first day
- Map and directions for getting here
- Lunch
- Meeting your supervisor and deputy
- Dress code
- Key contact details during your work placement
- What is expected of you
- Timetable
- Student-department matching list
- Building maps

You have been provided with both your supervisor and deputy's contact details. Please ensure you contact them to arrange a telephone interview by *[date]*. They are expecting to hear from you.

If you have any questions between now and your start date, please don't hesitate to contact me. My contact details are provided below.

Kind regards,

UBS-Bridge Relationship Director, Community Affairs Team