

Hoërskool Hans Moore

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February 2024

TO WHOM IT MAY CONCERN

Dear Employer

As part of Hans Moore High School's Career Guidance programme we have an annual Work Shadowing project which gives our Grade 10-11 learners first-hand exposure to the world of work. The Work Shadowing Project aims to help and support learners to make responsible decisions regarding their futures. This project takes place before or during the school holiday and learners need to attend one full work day for this purpose.

We kindly request that you assist a learner(s) who approaches you, if at all possible. We will appreciate it if you:

- give the learner(s) the opportunity to be present to observe what the work entails
- answers questions that a learner(s) might want to ask
- complete a short report evaluating the behaviour of the learner.

The learner will need to hand this report back to the school by **Friday, 5 April 2024**.

Learners are expected to respect the rules and instructions laid down by the employers. They are not entitled to any remuneration and cannot be held responsible for any accidents or damage.

Thank you for the opportunity and your support in assisting our learners.

Yours faithfully,



Mr. M. Mearns
PRINCIPAL



Mrs. J. Amorim
LO - HOD