**TIES letter of support template**

ORGANISATION DETAILS

To the TIES Selection Committee,

One behalf of NAME OF ORGANISATION, I confirm that we are willing to host NAME OF CANDIDATE within our organisation for a secondment to support the research, training and development programme which they have outlined to us.

The duration of this secondment will be for a total period of approximately XX months, to take place within the period November 2023 – July 2026.

We also commit to the following:

Providing a person of at least five years relevant working experience as workplace supervisor for the candidate

Providing at least weekly meetings between this supervisor and the candidate

Meeting with the University of Turk to disucss the placement

Providing a representative to attend annual seminars on intersectoral working

Providing a working space within the organization for the duration of the secondment

Complying with Finnish law and relevant University of Turku policies, especially those on Equal Opportunities and Non-Discrimination.

I understand that the University of Turku will remain the employer for the duration of the secondment and will thus be responsible for the payment of the secondee’s salary and for Human Resources and other relevant support.

Yours sincerely

SIGNATURE

NAME

NOTE – this document must be printed on headed paper or bear the stamp of the organisation