(Headed Paper of the Institution)

(Date of the document) dd/mm/yyyy

To: (Title and Full Name of the Addressee of the invitation)

This is to certify that **……….** is accepted for a Staff Mobility for Training (STT) period at our institution within the framework of Erasmus+ Programme from **dd/mm/yyyy** to **dd/mm/yyyy**.

We look forward to **his/her** visit and hope to explore possibilities for further collaboration.

Kind regards,

(Name of the signatory) (Official Stamp)

(Title/position of the signatory)