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TSEP TAFE Letter of Offer

**SPECIALIST EMPLOYMENT SERVICE PROVIDER ORGANISATION (NAME)**

Dear (NAME)

Thank you for your recent interest in joining TAFE (NAME) for an exciting new project to improve the employment outcomes for TAFE students with disability.

We are pleased to offer you the opportunity to be our Specialist Employment Service partner for this initiative and have enclosed a draft Memorandum of Understanding (MOU) for your attention.

As discussed at the information session we are keen to commence the program in time for (**SEMESTER and YEAR**).

We look forward to working collaboratively with you to pioneer this initiative to assist students with disability graduate into subsequent employment.

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| --- | --- |
| **Your designated contact for TAFE is**: |  |
| **Other Partner/s for this initiative is/are: (if applicable)** |  |
|  |

Please review the attached MOU and once you are happy to sign please return as soon as possible to allow progression through **TAFE NAME** for signing off.

If you have any questions, please don’t hesitate to give us a call.

We look forward to working with you!

Regards

TAFE CONTACT DETAILS