



Brussels, October 1st, 2025

Subject: Work placement (WEX), European School Brussels III, 2025-2026

Dear Madam, Sir,

You have been approached by a student of the European School of Brussels III (EEB3), who wishes to do an internship at your company / organisation.

This work placement is part of a career guidance programme for students in the 5th and 6th year of Secondary (15-17 years old).

Its objectives are:

- To discover the world of business.
- To implement one's interests and skills in a work environment.
- To explore career paths for the future.

This one or two-week internship should take place during the Christmas, February, Easter, or May holidays or between 22nd of June and 1st of September 2026.

Students will be present, or online, during the official work schedule for the duration of the internship.

EEB3 students are students of different nationalities, mostly European, and multilingual, open to new experiences and ready to get involved in the different tasks you may wish to give them. Do not hesitate to propose to them different tasks and to allow them to discover all the different aspects of your company / organisation.

If you agree, please complete, and sign the WEX (Work experience) contract you have been given. The school's insurance policy covers trainee students while they are at work, as soon as the WEX contract is signed by all parties.

Please note that students cannot work for their parents or relatives. They can, however, work in the same company with a different supervisor.

We thank you most sincerely for your commitment to this important project for the diversification and enrichment of our students' education.

Catherine Kohler
WEX Programme Coordinator

Peter Garry
Deputy Director