

SAMPLE LETTER FROM TRAINEE

25 September 2018

Attn. Ian Ryan,
Training Executive
Law Society of Ireland,
DX 79 Dublin

F.A.O. Traineeship Section

Re: Secondment Period – (Trainee Name)

With reference to the above I am writing to request permission to go on secondment from *(Current Training Solicitor)* of *(Current Firm)* to *(Proposed Secondment Solicitor)* of *(Proposed Secondment Firm/Company)* with effect from *(Date secondment to start)* to *(Date secondment to finish)*.

The reason for the secondment is *(Reason)*.

Enclosed please find letters from *(Current Training Solicitor)* and *(Proposed Secondment Solicitor)* in support of this.

I trust this is in order.

Yours Sincerely,

(Trainee Name)

SAMPLE LETTER FROM PROPOSED SECONDMENT FIRM/COMPANY

25 September 2018

Attn. Ian Ryan,
Training Executive
Law Society of Ireland,
DX 79 Dublin

F.A.O. Traineeship Section

Re: Secondment Period – (Trainee Name)

Dear Sirs,

We confirm that we have offered *(Trainee Name)* a *secondment* with effect from *(Date secondment to start)* to *(Date secondment to finish)*.

The reason for the secondment is *(Reason)*.

Yours Sincerely,

(Proposed Training Solicitor)