

## ADD SCHOOL LETTERHEAD AND LOGO

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Dear \_\_\_\_\_:

Education is a partnership comprised of the student, parent, school and community. When all four partners work together, education is a resounding SUCCESS! I am very excited to share with you a new program in Manatee School District: *Take Your Teacher to Work Day*. This career shadowing program is designed to provide teachers the opportunity to experience working in an occupation of their choice for one school day and allows teachers the opportunity to gain a greater understanding of the businesses and the careers within our community by observing, discussing, and participating in the daily activities and responsibilities related to the career. *Take Your Teacher to Work* provides you the opportunity to share your educational background, personal career history, current industry trends, career development, and the essential skills and education necessary to be successful in your career.

*Take Your Teacher to Work Day* is a career shadowing experience that will benefit my students and me. After spending a day with you, I will return to school and share this newly acquired knowledge with my students. This opportunity will enable me to create a relevancy between classroom education and career pathways for my students. I am very eager to participate in *Take Your Teacher to Work Day*. It would be an honor to spend a day with you learning about your profession.

To participate in *Take Your Teacher to Work Day* and provide a career shadowing experience at your business or suggest the name of business contact who would like to participate, please complete the form below and return it to me. I appreciate your assistance with the *Take Your Teacher to Work Day* program. I look forward to having the experience of a lifetime...in one day!

Sincerely,

Teacher Name \_\_\_\_\_

School Name \_\_\_\_\_

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### ***Take Your Teacher to Work Day Referral***

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Type of Business \_\_\_\_\_ Business Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

\*Please return to: **Teacher Name, School Address, by** \_\_\_\_\_