LETTERHEAD OF THE INSTITUTION

*DATE:*

**LETTER OF INVITATION**

We are pleased to invite Mr. / Ms. ……………………………… to take part in staff mobility for training activity in our institution for a period of 1 week (please state the exact or estimated dates). The activity will take place within the framework of Erasmus+ KA171 Staff Mobility for Training Program and funding will be provided by the participant’s home university.

**Invited Person**: ……………………………………………....................

**Accepted Department / Unit**: ……………………………………………

**Mobility Duration (except for travel days):** ……….. days (*Maximum 5 weekdays)*

**Mobility Period**: ……..…..(*Preferably exact mobility dates, if not approximate dates. The last day of mobility can the 31.07.2026 the latest)*

Best regards,

Signature: ………………………………………………………….

Name of Signatory: ……………………………………………

Position of Signatory: ………………………………………..

Stamp: ………………………………………………………………