

Appendix B

Possible Job Shadowing Placement

(DEPARTMENT)
Salisbury District Hospital
Salisbury
Wiltshire
SP2 8BJ

To:

cc:

From:

Date:

Subject: **Job Shadowing Placement**

Dear

As a means of improving communication within the organisation and to aid staff development, I would be grateful if you would consider whether one of my team is able to shadow the activities of a member or members of your department.

If this is possible, I will ensure that the individual concerned arranges a mutually convenient time to visit with you so as to minimise the impact on your department's workload.

The Candidate has identified objectives that they would like to achieve during the visit – these are attached.

I hope this you can support this request and if you have any questions please do not hesitate to contact me.

Best Wishes

Enc. Candidate's written objectives