

TAKE YOUR CHILD TO WORK DAY LETTER

To Whom It May Concern:

This letter serves as formal notification that the undersigned employee of the Company requests permission to bring their child to the workplace in celebration of Take Your Child To Work Day. This event is designed to provide children with an educational and meaningful experience by exposing them to a professional work environment.

Employee Information:

Full Name: _____

Department: _____

Position/Title: _____

Child Information:

Full Name: _____

Age: _____

Relationship to Employee: _____

Date(s) of Visit: _____

Purpose of Visit:

The purpose of this visit is to introduce the child to the workplace environment, promote understanding of the employee's role within the Company, and inspire future professional aspirations.

Acknowledgments and Agreements:

1. The child will be supervised at all times by the undersigned employee or an authorized representative of the Company.
2. The child will adhere to all Company policies, procedures, and safety guidelines during the visit.
3. The Company is not liable for any injury, loss, or damages incurred during the visit.
4. The undersigned agrees to indemnify and hold harmless the Company, its officers, employees, and agents against any claims arising from the visit.
5. The visit shall not interfere with the employee's work responsibilities or the operations of the Company.
6. The employee certifies that the child is in good health and fit to participate in the visit.

Emergency Contact Information During Visit:

Name: _____

Phone Number: _____

Employee Signature: _____ Date: _____

Authorized Company Representative:

Name: _____

Title: _____

Signature: _____ **Date:** _____

This letter constitutes a legally binding agreement between the undersigned employee and the Company with respect to the terms and conditions of the child’s visit to the workplace. By signing below, the undersigned acknowledges understanding and acceptance of all terms.

EMPLOYEE SIGNATURE

AUTHORIZED REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Date: _____

Date: _____

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