

< Model - Reference letter >

☒ Dear Professor Jones,

I am pleased to recommend Dr. Dupond who carried out his doctoral studies in our lab for a period of 4 years.

Dr Dupond joined our team in 200- and has been involved in the study of Speech Recognition under the joint supervision of Professor Paul and myself. He defended his thesis successfully in June 200-.

During this time, he proved to be an excellent researcher who was fully dedicated to his tasks and rigorous in his approach. He also co-authored several articles for peer-reviewed journals, took part in many poster sessions and presented two papers at international conferences.

We also highly appreciated his outgoing personality and his regular involvement in the day-to-day running of the laboratory.

I am confident that his performance in this post-doctoral position will be of mutual benefit to himself and to the lab hosting him.

Yours sincerely, ☒