HUMAN RESOURCES

*(to be printed on the official University paper)*

Place, date \_\_\_\_\_\_\_\_\_

To whom it may concern,

This is a letter to confirm that Dr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University full-time in the Institute/Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\*) since \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is hereby certified that this is a permanent position.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(to be signed by the HR Responsible)*

(\*) Please indicate the name of the position both in the local language (where the University is situated) and in English.