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|  | Name SurnameAccreditation and/or PositionOur Ref: XX/XXX/X00 00 00/00 |
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| Name |  |
| Address |  |
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| Date |  |
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| --- |
| Address |
|  |
| Tel: +44 (0) 1223 xxxxxx |
| Fax: +44 (0) 1223 xxxxxx |
| Email: name@cam.ac.uk |
| www.cam.ac.uk |

Dear Name

**Re:** **Confirmation of completion of Appointment Support**

I am writing to confirm that you have now successfully completed your appointment support period and therefore have pleasure in confirming your appointment as position title, with effect from day after the end of appointment support period [*if fixed-term*: and until date of end of contract.]

Thank you for your hard work to date and may I wish you every success in your new role.

Yours sincerely,

Name

Position