**Organization Letterhead**

Attn: Christian Joram

CERN

PH Department

1211 Geneva 23

Switzerland

City, date

**Subject: Reference Letter for [name of applicant]**

To the 4th EIROforum School on Instrumentation,

I have personally known [Ms./Mr. applicant’s name] for [xxx months /years] in my role as [supervisor’s role in your organization]. [Ms./Mr. applicant’s name] has been working since [date] as [applicant’s role in your organization]. The main tasks assigned to [applicant’s name] have been [description].

In her/his work, [applicant’s name] has successfully [example of notable achievement(s)]. She/he has shown [example of notable skills, quality, …].

I am sure that [applicant’s name] would greatly benefit from attending the 4th EIROforum School on Instrumentation, and I hereby strongly support her/his application.

I furthermore confirm that our institution will not be able to provide financial support for the accommodation and travel costs of  [applicant’s name] for participating at ESI 2015.

Yours sincerely,

[Supervisor’s name]

[Supervisor’s position]