**REFERENCE LETTER TEMPLATE**

## Prepared by the Candidate’s Referee and uploaded as an attachment to the following online form:

<https://documents.med.utoronto.ca/Forms/appointmentdocs>.

Please delete the above text before printing on **Referee’s letterhead**

[Current Date]

[Name]

Chair, Department of [Department Name]

[Address]

Dear Professor [Name]:

I am pleased to recommend [Name] for an academic appointment in the Department of [Department Name].

**The body of the text may include the following:**

* Your professional association with the candidate
* How long you have known the candidate
* The candidate’s clinical and academic experience

**Please provide a summary statement to support this application.**

Sincerely,

< Signature> (e-signatures are allowed)

Full Signature and Academic Title Block

We ask that your letter be kept confidential and not shared with the candidate.

Thank you!