### **Example letter of support from line manager and service/department manager**

Manager Name

Manager job title

Employer address

Employer address

Employer address

Telephone Number

Date

Dear Professor Goodwin,

I am writing to provide a letter of my full support for [forename, surname] who is employed at [insert employment organisation] to undertake a 30 day (225 hours) research internship with the Applied Research Collaboration South West Peninsula and the Clinical Research Network.

I fully support their application for this opportunity because [insert reason].

I have authorised them to be released from their substantive role as [insert job title] role for 30 days (225 hours) over the course of up to 12 months starting between September 2022 and December 2022 so that they can undertake this internship.

Yours sincerely,

Manager Name

Manager Job Title