Address of the internship facility

Name: .....

Street: .....

Postal code, place: .....

Phone: .....

Letter of reference

Mr/Ms ....
(Last name) (First name) (Date of birth)

has done an internship from ..... to .....
for practical training as part of their university studies as follows:

Type of activity	Weeks
.....	.....
.....	.....
.....	.....
.....	.....
total of	.....

The regular working hours were: ..... hours

Days of absence during the internship: .....

of which: ..... days leave

..... days illness

..... days of absence for other reasons

Comments on performance and behavior (Assessment of the intern's performance and social behavior; use reverse side if necessary):

.....

.....

.....

.....

....
(Place) (Date)

....
(Signature) (Stamp)