

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)