Letter of reference

**Mailing address:** Mailing address| **Visiting address:** Address, City  
**Telephone:**exchange, switchboard, direkt, direct | **Fax**: Fax  
**E‑mail:**E-mail | **Web**: [ki.se](https://ki.se) | Org. no 202100 2973

Date Reference: Ref

Department

Office

Name, Title

Recipient

Letter of reference <First name> <Last name> (<Personal Identity number> )

() has been employed as during the period 2022-01-28 - 2022-01-28. Scope of employment . The employment has been located at .

*If relevant, please indicate other positions held and details of the position in the organisation if relevant (department/unit). The certificate may be supplemented, where appropriate, by a certificate of previous employment.*

## Responsibilities and tasks

*Description of duties, responsibilities, authorities, etc.*

## Requirements for the position

*Description of the requirements in terms of skills, qualifications and personal qualities. This may also include any significant training that the employee has received at the employer's initiative.*

## Summary review

*Under this heading, a summary assessment can be given regarding, for example, professional knowledge, specialist competence, drive and initiative, ability to cooperate and communicate, ability to change/develop in the work, promote the achievement of operational objectives, productivity and performance, professional competence and quality of work results, independence/ability to take responsibility.*

*For managers or supervisors, also e.g. leadership skills, work management skills, decision-making skills.*