[Insert 1 Date]

**RE: Successful Completion of Postdoctoral Training**

[Insert 2 Postdoc’s Full Name] has successfully completed [Insert 3 Number] years of training as a participant in research on [Insert 4 Type of Research] working in the laboratory of Dr. [Insert 5 Faculty Mentor].

[Insert 2 Postdoc’s Full Name] completed the training in the Department of [Insert 6] in the [Insert 7 School/College] at Temple University beginning [Insert 8 Start Date] and successfully completing training on [Insert 9 End Date].

Sincerely,

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Zebulon V. Kendrick

Associate Dean, Graduate School

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[Insert 5 Faculty Mentor]

[Insert 7 Faculty Mentor's School/College]