### **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 Mrs McShane,

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 Greater Manchester.

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

I have authorised 30 study leave days (225 hours) from September 2021 to August 2022 to release [forename, surname] from their [insert job title] role so that they can undertake this internship.

Yours sincerely,

Manager Name

Manager Job Title