

Ref.: Certificate of Completion of Fellowship Assignment

City, Click or tap to enter a date.

To whom it may concern

   
This letter to confirm that **Ms/Mr. XXX**, national from XXX, has completed successfully a XX-month Fellowship at the United Nations Development Programme XXXX (Bureau / Office) in XXX (City), as XXX (Fellow Title).

The duration of this fellowship assignment is XX months, starting from Date-Month-Year to Date-Month-Year. The duties and assignments for this position are described in the attached Terms of Reference.

As I was **Ms/Mr. XXX**’s supervisor during the fellowship, please feel free to contact me should you have any questions on the above.

   
Yours sincerely,

Signature:

 

Name:

Title:

UNDP Bureau/Office:

Address:

Email:

**Fellowship TERMS oF reference**