[insert date]

To Whom it May Concern:

This letter is to endorse [insert applicant’s name]’s application for the 2019 Academic Assistantship Program.

I have discussed and approved [insert name of applicant]’s contract work proposal and am aware that I may be contacted for further information about the application.

Should this application be successful, I agree to be the contract supervisor, which involves being their main contact during the period of the contract, approving their contract, approving fortnightly timecards, providing induction and other supervisor duties.

I am happy to support [insert name of applicant] and to be their mentor in this program and will provide them with support and guidance during the 2019 Academic Assistantship Program. I understand that this may involve having regular mentorship meetings throughout the year, attending lectures and tutorials led by the recipient, and/or including the recipient in team meetings.

Kind regards,

[insert signature]

[insert mentor’s name]

[insert mentor’s name]

[insert position title]

[insert position title]

**Faculty of Fine Arts and Music**

234 St Kilda Road, Southbank, VIC 3006 Australia

T: +61 3 XXX XXXX | E: [XXXX@unimelb.edu.au](mailto:XXXX@unimelb.edu.au)

[insert division]