

<Please print on SIUE Letterhead>

Subject: Volunteer Research

Position Date: <May 1, 2024>

To Whom It May Concern:

This is to certify that <Student Name> has accepted my offer for a volunteer research position starting on <Date>. <Student Name> graduated on <Date> with the <Name of Degree Program> from <Department Name> at Southern Illinois University Edwardsville.

While he/she was in the graduate program the past two years, I was his/her thesis advisor. <Student Name> has worked on a project titled “<Title of Project>”. He/She successfully completed the project and defended his/her thesis. The volunteer research position would allow <Student Name> to expand his/her thesis work, transfer his/her past work to new students, and help prepare publications.

In doing so, the position needs <Student Name> to complete the following tasks:1-5 <Task Descriptions> and this relates to his/her field of study <Description of how it relates>. This position requires <Student Name> to spend <# of hours per week> on those tasks. This position will begin on <Date> and end on <Date>, but the position can be terminated at any time on a mutual agreement. If you have any question, please contact me.

Sincerely,

<Name of Professor>

<Professor's contact information>