Department Letter Head

Date

**Re: House Officer’s Name**

To Whom It May Concern:

Dr. [*House Officer]* came to our program from [*Medical School/Residency].* (S)He trained in the [*Name of Program]* from [*Dates].*

This letter represents a summary of [*House Officers Name]* final evaluation based on his/her performance during residency.

Dr. [*House Officer Name]* performance during residency was [adjective describing house officer’s performance.] (Please include specific comments from evaluations and personal experience on the house officer’s performance.)

*Dr. [House Officer Name]* completed his residency with a total of [cases/procedures be specific]. Dr.[House Officer] participated in scholarly activities [insert examples of departmental and/or national presentations.] Dr. [House Officer] has/has not been subject to disciplinary action.

**In conclusion, Dr. [House Officer] was evaluated according to the six core competencies, the faculty, and the faculty and as the department we found that at the time of graduation (s)he has demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice. Dr. [House Officer] is qualified to take the American Board of [Specialty Name] certification examinations.**

Sincerely,

Program Director