



INTERIM REFERENCE

Ms/Mr, born on,
in, residing in
was in the period from until employed as
..... at TU Wien.

Ms/Mr’s work duties comprised [*optionally:
in particular*] the following work functions: [*job description*]

Ms/Mr has at all times demonstrated a very good willingness to perform. Even under strong pressure of work she/he has always stood out as highly motivated and has always shown great willingness to work.

Due to her/his good grasp of the work and good judgment, Ms/Mr was quickly able to familiarise herself/himself with her/his extensive job functions. In addition, she/he has successfully relied on well grounded professional skills in her/his job functions.

Her/his style of working has at all times been characterised by a sense of responsibility and diligence. She/he works independently on her/his own responsibility.

Her/his comportment in relation to colleagues and supervisors is at all times above reproach.

Ms/Mr at all times discharges her/his assigned tasks to our full satisfaction.

This interim reference is being issued at the request of Ms/Mr We express our gratitude to Ms/Mr for her/his performance up to now and look forward to working together with her/him in the future as well.

Vienna, dated _____

Signature (*author of the reference*)