

June 27, 2019

To Whom It May Concern:

The purpose of this letter is to clarify the role of Mr. xxxxxx in the operations of my laboratory.

Mr. xxxxxx has worked in my laboratory in both a technical and administrative capacity since 1988, and I rely upon him for the smooth operations of the laboratory on a day-to-day basis. I have confidence in his judgment in matters of grant applications, personnel, routine ordering, and other operational decisions to insure that the laboratory operates in a fashion allowing us to meet the goals of our research projects.

My oftentimes daily – discussions of lab finances with Mr. xxxx provides me with a clear view of the financial profile of the laboratory.

I authorize Mr. xxxxxx as my PI designee on all matters indicated above.

Sincerely,

, PhD
Professor