Lab contact

Prof. Prénom Nom

**Important information:**

• The content of the document must be supportive in order to favour the person’s professional future while remaining true to reality, without underestimating or overestimating their accomplishments.

• In the event of false or only partial information, the employee may take action against EPFL. Likewise, an overly positive work certificate may be detrimental regarding a decision in the event of litigation.

**Final work certificate**

Mr/Ms Name Surname, born on XX mois XXXX, with an unlimited employment contract, has worked since XXXX on a X% basis in the unit XXXXXXXXXX of the Ecole polytechnique fédérale de Lausanne (EPFL) as XXXXXXXXXX.

Please list the main activities mentioned in the employee’s job description. Add key projects or significant results.

Within the framework of their position, Mr/Ms XXXXXX carries out the following primary tasks:

• Task 1.

• Task 2.

• etc.

The sample sentences below are intended to help you write the certificate. We recommend 2 to 3 brief paragraphs that objectively evaluate the quality of the employee’s work and their attitude.

XXXXXX has consistently carried out their tasks with a great deal of diligence and rigour. They have managed their assignments totally independently and always met their deadlines.

*(Please select what is appropriate concerning the quality of their work)*

• Well-organised employee, capable of working independently and efficiently.

• Dynamic, committed employee.

• Thanks to their precision and sense of iniative, Mr/Ms XXXXXX has totally fulfilled the requirements of the position they occupied.

• They have demonstrated that they are capable of rapidly understanding and carrying out the taks required of them to our full satisfaction.

• XXXXXX performs the tasks required of them to our full satisfaction and we thank them for their commitment.

• We consider Mr/Ms XXXXXX to be a conscientious, committed and extremely reliable employee. Their keen sense of organisation and behaviour always appropriate to the situation enable them to perfectly coordinate the various participants in a complex decision-making process.

• We particularly appreciate …

• Mr/Ms XXXXXX has displayed flexibility and rapidity in their work. They have easily settled into our unit.

*(Concerning attitude)*

• On a personal level, we would like to emphasize the excellent interpersonal relationship skills of Mr/Ms XXXXXX who has the ability to listen to, understand and empathise with others.

• We particularly appreciate their optimistic and positive nature.

• Furthermore, we would like to emphasize their pleasant disposition that has enabled them to form very good relationships with their colleagues.

• Thanks to their pleasant disposition, Mr/Ms XXXXXX has formed very good relationships with their line manager, colleagues and all those around them.

On XXXX, Mr/Ms Name Surname is leaving us, following the closure of the laboratory/unit in which they worked, resulting in the elimination of their position. Mr/Ms Name Surname is leaving us free of any commitment except the obligation to observe professional secrecy and we wish them every success in their future career.

Lausanne, XXXX

Prof. XXXXXXX RRH

Labo / unit