__ / __ / __ (today's date)

_____ (applicant's name)

Dear Fairbanks Center for Medical Ethics,

This letter is to confirm that if accepted into the Ethics Fellowship, I endorse (applicant's name)'s absence from work for this Fellowship **during business hours every Wednesday from 8/25/27 through 5/24/27, as well as flexibility during their consultation service experience, as feasible**.

Thank you,

Manager/Supervisor/Department Leader's ***name & signature***