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ST1 EVIDENCE FOLDER · LETTER TEMPLATE

Taster week letter

Specialty links and commitment domain

> **Delete this page before the letter is signed.**
> Page 2 is the letter. Your referee should copy it onto their own organisation's letterhead, replace every highlighted [placeholder], then sign and date it. Words in bold are taken from the official scoring criteria: keep them, so the marker can find them.
>
> Use official headed paper. If your referee doesn't have a letterhead template, their organisation's logo can usually be found on its website.

How to use it

- Ask the consultant or tutor who hosted you.
- Ask for the exact dates and what you did each day.

What the letter needs to show

- That it was a **taster week** or a **foundation-year attachment** in ophthalmology.
- Where it took place and the dates.
- What you did, in concrete terms.

Scoring rules change between recruitment rounds. Always check the current NHS England Ophthalmology ST1 self-assessment guidance before you submit.

[Organisation letterhead]
[Organisation address]
[Postcode]
[Contact number]

[Department / organisation name]
[Date]

To whom it may concern,

RE: Ophthalmology [taster week / foundation attachment] · [Dr First Last]

I am writing to confirm that [Dr First Last] completed an ophthalmology [**taster week / foundation-year attachment**] at [department, hospital] between [start date] and [end date].

During this time [he/she/they] [activities, e.g. attended medical retina and glaucoma clinics, observed cataract surgery and presented a case at the departmental meeting].

Please do not hesitate to contact me if you require further information.

Yours faithfully,

[Signature]
[Name, post-nominals]
[Position]
[Affiliation / NHS Trust]
[GMC number and contact details]