[Today’s Date]

To Whom It May Concern:

I hereby confirm that [Mr/Ms] [Student’s Full Name], working under my supervision at the [Research Group Name] Research Group, [School/College Name], University of Sheffield.

[Student’s First Name] is completing [his/her] PhD program, which [he/she] started in [PhD start Month, e.g., March] [Phd start year, e.g., 2018].

In [his/her] PhD research, [he/she] has been investigating [Phd title or short description]. [Student’s First Name] research aims to [the aim of your Phd project]. [He/She] has

finished [write what you have done so far in the Phd project]. [He/She] is working on [write what you are currently working on] which is expected to take approximately [X] months

before [he/she] starts writing up [his/her] thesis.

[Student’s First Name] has presented [his/her] work in [e.g., two] conferences, [conference1 name] and [conference2 name]. [He/She] is preparing to submit a paper that

contains part of [his/her] findings to [conference/ journal name].

Although it is hard to predict the exact award date for [Student’s First Name]’s degree, [he/she] is expected to submit [his/her] thesis by [month, e.g., July] [year, e.g., 2022], defend [his/her] thesis by [month, e.g., October] [year, e.g., 2022], and finish the required corrections by [month, e.g., January] [year, e.g., 2023], with graduation sometime after that.

If you require any further information, please do not hesitate to contact me.

Your faithfully,

[Supervisor name]

[position/title]