



Chemistry

[Your Name]
Professor
Western University
London, ON, N6A 5B7, Canada
Email: **[Your email]**

[Enter Date]

Francois Lagugne-Labarthe
Associate Chair (Graduate)
Department of Chemistry

Re: Third Year Report summary for [Enter Student Name]

Dear Francois,

On **[Enter Date]** **[Enter Student Name]** presented their third year report to the committee. During this meeting the student outlined the many advancements made during their **[enter number of years]** years at Western in the area of **[Enter sentence or two of what they were working on. Could include thesis title etc.]** During this meeting it was also confirmed that **[Student Name]** has met all requirements for the Ph. D. program in terms of class work and other departmental responsibilities.

[Enter short 3-4 sentence paragraph on the positive aspects as discussed by the advisory committee]

[Enter short paragraph on negatives/cautions for thesis completion as discussed by the advisory committee]

[Enter Student Name] has been given the go ahead by the committee to complete the thesis as proposed with a tentative submission date of **[Enter month/year]**.

Sincerely,

[Supervisor Name]

Professor **[Name 1]**
Examining Committee

Professor **[Name 2]**
Examining Committee