Dear:

Thank you for meeting with me on [date] to discuss your professional accomplishments over the past year and goals for the near future.

This past year, you [summarize accomplishments].

Next year and in the near future, you are aiming to [summarize goals].

[Summarize any additional advice for the faculty member, if applicable]

Wishing you a wonderful summer,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Mentor]

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Romance Studies