

Formal Introduction Letter

Date: [Insert Date]

To Whom It May Concern,

I am pleased to introduce [Student's Full Name], a clinical rotation student in the surgical unit at [Institution/University Name]. [He/She/They] will be joining our team from [Start Date] to [End Date].

[Student's First Name] is currently in [his/her/their] [year, e.g., second year] of medical school and has shown strong interest and dedication to the field of surgery. [He/She/They] has excelled in [mention any relevant coursework or experiences] and is eager to gain hands-on experience in our surgical unit.

I request everyone in the surgical team to provide [Student's First Name] with guidance, support, and the necessary experiences throughout [his/her/their] rotation. Please feel free to reach out to me if you have any questions regarding this introduction.

Thank you for your cooperation and support in enhancing the learning experience of our future healthcare professionals.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]

[Contact Information]