Sample Letter of Recommendation and Endorsement

The applicant's letter of recommendation from their supervisor should:

• Describe the candidate's potential.
• Identify areas where growth is desirable.
• Indicate supervisor's commitment to the candidate's success in the program.

The endorsement from the applicant's division director or agency head:

- Can be in the form of a letter
- Or just a one-sentence endorsement on the bottom of the applicant's letter of recommendation from their supervisor as reflected in the sample below:

April 15, YYYY
Mr. James Terry
Training Administrator
OMB/HRM/ Statewide Training & Organization Development
Suite 134, Haslet Armory.
122 MLK Jr. Blvd. South
Dover, DE 19901

Dear Mr. Terry,
I am pleased to nominate Mary Doe for the Human Resource Certification program. Mary has been a Human Resource Technician with the Department of Health and Social Service's Division of Public Health for two years. During that time Mary has proven to be a competent and dedicated employee whose proficiency has served our staff well.

Mary and I have carefully reviewed the experience requirements and the eight competencies developed by this program. I am committed to providing Mary opportunities to apply the knowledge she gains from each course, to assist her in meeting the experience, knowledge and competency requirements.

I understand that I will be meeting with Mary within 30 days after she attends each course, to review and discuss her knowledge gained and to discuss opportunities to apply what she learned from each course to ensure she acquires the required experience.

Very truly yours,

Signature:_____
Jane Superior, Supervisor

As the Director of the Division of Public Health in the Department of Health and Social Services, I recommend Mary Doe for the Human Resource Certification program.
Signature: _____
Mark Jones, Director