

## Sample Letter of Recommendation and Endorsement

**Letters of recommendation are from the candidate's supervisor and 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 division director or agency head** – can be in the form of a letter or just a one-sentence endorsement on the bottom of the letter of recommendation from the candidate's supervisor. (As noted below)

April 4, YYYY  
Mr. James Terry  
Training Administrator  
OMB/HRM/Training & Organizational Development Office  
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 six 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 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 **HR experience** and to discuss opportunities to apply what she learned from each course.

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**