

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 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