



## SAMPLE LETTER OF RECOMMENDATION AND SUPPORT

### The supervisor's recommendation and support email should:

1. Describe the candidate's potential.
2. Identify areas where growth is desirable.
3. Indicate supervisor's commitment to the candidate's success in the program.
4. This information should be included in the body of an email. A letter or memorandum is not required.

### The division director or agency head's recommendation email should:

1. Be attached to the supervisors or added to the email sending chain, or
2. Be a new email that includes the recommendation of the director/agency head as reflected in the sample of the body of the email below

From: Jones, Mark  
Sent: Wednesday, April 20, 2021 3:45 PM  
To: Carson, Rodney (Kit) DHR  
Cc: Excelsior, Jane; Doe, Mary  
Subject: HRC Program Application and recommendations for M. Doe

Dear Mr. Carson,

I am pleased to nominate Mary Doe for the Human Resource Certification program. Mary has been a Human Resource Technician with the Department of **XXXXX's** Division of **XXXXX** 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.

Sincerely,

**Mark Jones**  
**Supervisor**  
**Agency/Department**

From: Excelsior, Jane  
Sent: Wednesday, April 21, 2021 9:12 AM  
To: Carson, Rodney (Kit) DHR <  
Cc: Excelsior, Jane; Doe, Mary  
Subject: HRC Program Application and recommendations for M. Doe

Dear Mr. Carson,

As the Director of the Division of **XXXXX** in the Department of **XXXXX**, I recommend Mary Doe for the Human Resource Certification program.

Sincerely,

**Jane Excelsior**  
**Director**  
**Agency/Department**