

## Sample Letter of Recommendation and Endorsement Supervisory Development Certificate (SDC) program

**Letters of recommendation are from the SDC candidate's supervisor and should:**

- Describe the candidate's potential.
- Identify areas where growth is desirable.
- Indicate how the candidate will benefit from this 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 Statewide Training & Organizational Development  
Haslet Armory, 122 William Penn Street  
Dover, DE 19901

Dear Mr. Terry:

I am pleased to nominate Mary Doe for the Supervisory Development Certificate program. Mary has been a supervisor 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 and initiative serve our staff well.

Mary and I have carefully reviewed the six competencies of this program and agree that she will benefit most from interpersonal, critical thinking, and customer focus competencies. I am convinced that Mary's participation in this program will promote her career development and I look forward to supporting her efforts.

I understand that I will be meeting with Mary to review and discuss what she is learning from each course and how that will benefit our division and department.

Sincerely,

Jane Superior

As the Director of the Division of Public Health in the Department of Health and Social Services, I recommend Mary Doe for the Supervisory Development Certificate program.

(Signed): \_\_\_\_\_

**Mark Jones, Director**