John Q. Public, Supervisor

Department/Division/Section

Address 1

Address 2

Phone/Email

**Attn:** DOP-OHRD Cohort Team

Date

To Whom It May Concern:

I am writing to recommend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (applicant name) for the 2017 DOP-OHRD Cohort. S/he has been employed, as a manager/supervisor with my unit since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and to date has not completed any DOP-P18 training. Mr/s \_\_\_\_\_\_\_\_\_\_\_\_ has indicated interest and willingness to participate in the 2017 Cohort, and understands that attendance/completion of all coursework is required to successfully complete Cohort.

We have reviewed together the course dates and the specific attendance requirements on the Cohort page of DOP-OHRD’s website. Please consider receipt of this letter as well as the signatures on the application as commitment from us both to make any reasonable and required adjustments in daily workload to allow attendance at all sessions.

Should you have any questions during the course of the program, please do not hesitate to contact me. Thank you.

Sincerely,