

Office Symbol

Date (dd mmm yy)

MEMORANDUM FOR Director, Organization providing the developmental assignment,
Organization's address

SUBJECT: Endorsement for developmental assignment opportunity's position title

1. The US Army (organization offering the assignment) is offering a developmental assignment as the (name of assignment) for the (directorate/organization) from (start date) through (end date). (Applicant's name) is endorsed for this assignment. This opportunity will provide (applicant's name) with valuable experience at the (directorate, test center, organizational) level including (position objectives).

2. (Applicant's name) past experience, accomplishments, and leadership skills make him/her an excellent candidate for this training assignment. I am confident that he/she will successfully perform the required duties and fully support his/her application for the assignment.

3. Please accept this as my endorsement for his/her consideration in this developmental assignment.

First Line Supervisor's Name

Title

Date