

GENERAL ADMINISTRATION 7.0

Letters of Support and Recommendation -- 7.16

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Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All letters of support and recommendation for specific programs or services written by Bureau of Health Services employees on letterhead stationery and utilizing the employee's job title must be approved by the appropriate Regional Director or Section Chief.

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services. This policy does not apply to routine personal letters of recommendation.

PURPOSE

To assure that all activities supported by employees are consistent with the mission of the Department of Health.

PROCEDURE

Employees who are asked to write a letter of support or recommendation because of their professional standing and/or place of employment may utilize letterhead stationery and their job title. However, such letters must be approved by the appropriate Regional Director or Section Chief prior to sending to the requesting agency.

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305