

## Formal External Endorsement

Subject: Endorsement for [Colleague's Name]

Dear [Recipient's Name],

I am pleased to formally endorse [Colleague's Name] for [external program, position, or opportunity].

Having collaborated with them extensively, I can affirm their exceptional skills in [specific area] and their unwavering professionalism.

I am confident that [Colleague's Name] will exceed expectations and make significant contributions in any endeavor they undertake.

Sincerely,

[Your Name]

[Your Position]

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