

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Janitor's Name] for the additional responsibilities of [specific duties] within our organization. [Janitor's Name] has consistently demonstrated a strong work ethic, attention to detail, and a commitment to maintaining a clean and safe environment for all staff and visitors.

In their current role, they have exceeded expectations and have shown the ability to handle increased responsibility effectively. I am confident that [Janitor's Name] will excel in these additional duties and contribute positively to our team.

Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]