

[Organization Letterhead]

[Date]

ESPEC Oncology: Transforming Psychosocial and Palliative Care  
University of Louisville  
Email: especo@louisville.edu

Subject: Letter of Support for [Applicant Full Name]

Dear ESPEC Oncology Team,

I am pleased to offer my full support for [Applicant Full Name], [Applicant Credentials], [Applicant Title/Role] in the [Department/Service Line] at [Organization]. As [Applicant]’s direct supervisor, I explicitly confirm organizational support and protected **time release** for [Applicant] to participate in and complete all ESPEC Oncology course requirements.

[Organization] will provide sufficient protected time for [Applicant] to complete **all online modules and webinars prior to the in-person training**, to **attend the entire in-person training workshop**, and to **participate in all monthly post-workshop conference calls and mentorship sessions** throughout the program period. We will adjust schedules as needed to ensure [Applicant] can meet these requirements in full.

We also commit to supporting the **application of ESPEC Oncology learning at our home institution** to enhance the delivery of cancer care. This includes facilitating access to relevant stakeholders and clinical settings, aligning quality-improvement efforts with program goals, and enabling interprofessional collaboration so that knowledge gained is translated into practice.

[Organization] will ensure [Applicant] has protected time to **complete all required progress reports** and to **participate in all evaluation components** of the program, including data collection and outcomes reporting as applicable.

Please feel free to contact me if you need any additional information.

Sincerely,

[Supervisor Full Name], [Credentials]

[Title]

[Department/Service Line], [Organization]

[Phone] | [Email]

[Mailing Address]