



Dear colleague,

**Request for Letter of Endorsement** (required by 31 October 2016)

Your employee / colleague / collaborator is intending to apply for the Step Change programme and needs a Letter of Endorsement to support their application. Please see attached information sheet for more details on the programme, what it entails and - particularly for employed applicants - what the implications will be on their employers / colleagues.

Having discussed the situation with the applicant, if you are willing to write a Letter of Endorsement, please explain why you consider this applicant to be suitable for Step Change. Outline their skills and potential and how you think participating in the programme will support the development of their career.

Please note: in the case of employed applicants, if the application is successful the Letter of Endorsement will stand as an agreement between the employer and National Theatre to release the applicant on the relevant dates in order to participate in Step Change. This includes a 40-day secondment, the structure and timing of which will be negotiated between the participant and their employer, as well as the host organisation and Step Change coordinator. You will be entitled to financial support to cover your employee's time out on secondment.

Endorsements should be on appropriate headed paper (where applicable). Please include your name, job title and contact details, and ensure the document is signed and dated.

If you are not able or willing to write this supporting letter, please let the applicant know ASAP so that they have enough time to approach someone else.

Please send your letter back to the applicant by Friday 28 October so they can upload it as part of their online application to the programme. Alternatively, you could send this directly to [gbaxter@nationaltheatre.org.uk](mailto:gbaxter@nationaltheatre.org.uk) copying the applicant in, or post to the address below. Please note all endorsements should be received by the application deadline date of Monday 31 October 2016.

Best wishes,

A handwritten signature in black ink that reads 'Gemma Baxter'.

Gemma Baxter  
Step Change coordinator

National Theatre, South Bank, London SE1 9PX  
[gbaxter@nationaltheatre.org.uk](mailto:gbaxter@nationaltheatre.org.uk) | 020 7452 3654

**National  
Theatre**

Bristol Old Vic

*live*  
theatre

  
**THE LOWRY**  
ART & ENTERTAINMENT