

Affirmation of Eligibility for Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to affirm the eligibility of [Colleague's Name] for the upcoming promotion to [Position Title]. As [his/her/their] supervisor for the past [duration of time], I have had the opportunity to observe [his/her/their] professional growth and contributions to our team.

[Colleague's Name] has consistently demonstrated exceptional skills in [specific skills or accomplishments]. [He/She/They] is known for [mention any specific attributes, such as leadership, teamwork, problem-solving abilities, etc.].

I firmly believe that [Colleague's Name] is not only qualified for this promotion but would excel in this new role. [His/Her/Their] dedication, expertise, and commitment to our goals make [him/her/them] an outstanding candidate.

Thank you for considering this affirmation as a testament to [Colleague's Name]'s readiness for advancement within our organization.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]