

# Approval Letter for Elevating Intern to Full-Time Position

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am pleased to inform you that your performance as an intern at [Company's Name] has exceeded our expectations. After careful consideration, we have decided to elevate you to a full-time position as [Job Title] effective [Start Date].

Your contributions to [specific projects or tasks] have significantly impacted our team's success, and we believe you will continue to add great value to our organization.

We look forward to your continued growth and success with us. Please feel free to reach out if you have any questions regarding your new role.

Congratulations!

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Contact Information]