

Letter of Support for Promotion

Date: [Insert Date]

To Whom It May Concern,

I am writing to express my strong support for [Intern's Name] in their application for a permanent role within [Company/Department Name]. Having had the pleasure of working closely with [Intern's Name] during their internship, I have witnessed their dedication, skill, and growth first-hand.

[Intern's Name] has demonstrated exceptional [specific skills or qualities, e.g., analytical skills, teamwork, creativity] and has consistently contributed positively to our projects. Their ability to [describe a specific achievement or contribution] was instrumental in [describe the impact of this achievement].

Furthermore, [Intern's Name] exhibits a remarkable work ethic and eagerness to learn, qualities that I believe will serve them well in a permanent position. The transition from intern to a permanent role will not only benefit [Intern's Name], but also our team, as their skill set aligns perfectly with our needs.

I wholeheartedly support [Intern's Name]'s promotion and am confident that they will continue to excel and make significant contributions to [Company/Department Name].

Thank you for considering this recommendation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]