

Letter of Support for Hiring a Personal Assistant for the CEO

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company Name]
[Insert Company Address]

Dear [Recipient's Name],

I am writing to express my strong support for the hiring of a personal assistant for our CEO, [CEO's Name]. As we continue to progress towards our strategic goals, it has become increasingly clear that the addition of a dedicated personal assistant is essential for optimizing the CEO's productivity and efficiency.

A personal assistant can provide invaluable support in managing the CEO's calendar, organizing meetings, and facilitating communication across departments. This role will not only alleviate the administrative burden on our CEO but will also enhance the leadership's ability to focus on high-priority tasks and strategic initiatives that drive organizational success.

Investing in a personal assistant for the CEO will undoubtedly contribute to the overall effectiveness of our leadership team and improve workflow within the organization. I believe this addition will yield considerable benefits and help achieve our operational objectives more effectively.

Thank you for considering this proposal. I am confident that hiring a personal assistant for our CEO is a step in the right direction. Please feel free to reach out if you need further insights or support regarding this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Email]
[Your Phone Number]