

# Affirmation for Supervisory Role

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally affirm your appointment to the supervisory role of [Specific Role] at [Company/Organization Name]. Your dedication and commitment to excellence have not gone unnoticed, and we are confident that you will thrive in this new capacity.

Your responsibilities will include overseeing [specific responsibilities], managing [team or project], and ensuring [goals or objectives]. We trust that your expertise and leadership will be invaluable to achieving our team's success.

Please feel free to reach out if you have any questions regarding your new position or the expectations that come with it.

Congratulations on this well-deserved advancement, and we look forward to your contributions as a supervisor!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]