

Tenure Confirmation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to confirm the tenure of [Author's Name] as [Position Title] in the [Department/Program Name] at [Organization/Institution Name]. This confirmation is effective as of [Effective Date], following a thorough review of their contributions and performance.

[Author's Name] has demonstrated exceptional dedication to their role and has made significant contributions to our community through [briefly mention achievements or contributions]. Their tenure reflects our belief in their potential for continued excellence and leadership.

Should you have any questions regarding this confirmation, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Organization/Institution Name]

[Contact Information]