

Letter of Affirmation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to affirm my strong support for [Employee's Name], who worked under my leadership as a [Employee's Position] at [Company Name] from [Start Date] to [End Date]. During this time, [Employee's Name] consistently demonstrated remarkable skills in [specific skills or responsibilities].

[Employee's Name]'s contributions to our team were invaluable, particularly in [mention specific achievements or projects]. Their dedication and professionalism were evident in all aspects of their work.

I wholeheartedly recommend [Employee's Name] for [purpose of the affirmation, e.g., a new position, program, etc.]. I am confident that they will bring the same level of excellence and commitment to any endeavor they pursue.

Thank you for considering this affirmation. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company]