

[Your Name]

[Your Position]

[Your Company]

[Date]

[Team Member's Name]

[Team Member's Position]

[Team Member's Company]

## **Affirmation of Team Member Status**

Dear [Team Member's Name],

This letter serves as a formal affirmation of your status as a valued member of our team at [Your Company]. Your contributions to our projects and dedication to our goals have been invaluable.

We appreciate your hard work and commitment, and we are excited to continue our collaboration toward achieving our objectives.

Please feel free to reach out if you have any questions or need further information.

Thank you for your ongoing efforts.

Sincerely,

[Your Name]

[Your Position]