**Template letter 2A – Line Manager’s Letter**

I confirm that (***insert name and CIPS membership number****)*has at least three years’ experience in a post of responsibility in the procurement and supply profession.

**Name:**  *Insert line manager’s name*

**CIPS Membership no:** *Insert line manager’s membership number*

(if applicable)

**Job title:** *Insert line manager’s job title*

**Organisation name:** *Insert line manager’s company name*

**Telephone number:** *Insert line manager’s contact telephone number*

**E-mail address:**  *Insert line manager’s email address*

**Date:**  *Insert date testimonial supplied*

**Line Manager’s Signature:** *Insert line manager’s signature*

**CIPS reserves the right to verify the contents of any testimonial as part of the application process. Please return to person applying for upgrade to MCIPS to include with their application. Please do not send directly to CIPS.**