Sample letter

Dear Leslie,

I wanted to say thank you for the dedication and hard work you’ve put into your job here at ACME industries over the past year. No matter what project you’re tackling, you always bring invaluable insight and motivation to the task.

I was particularly impressed with your work on the presentation for our sales team that lead to a 12 percent increase in their fourth-quarter earnings, which was double their projected growth. Your presentation was a direct catalyst for this growth.

Your attention to detail and determination to see the company succeed and grow into an international namesake is a huge asset. You always bring positivity to the office that inspires the colleagues you supervise, and your background in e-commerce and retail bring a fresh perspective to our business.

It has been an absolute pleasure having you on our team this past year, and I look forward to watching you continue to grow and excel as a part of the ACME team.

Sincerely,

Sarah Conrad

CEO, ACME Industries