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September 1, 2018

Tom JonesDirector, Human ResourcesAcme Office Supplies123 Business Rd.Business City, NY 54321

Dear Tom,

Thank you for your work with the key product development team. Before you joined the team and provided leadership, the team was hard-pressed to meet any of the deadlines they had set. This was making our product releases untimely in the marketplace.

Untimely releases meant unhappy customers who were anxiously waiting for an upgrade. It also affected your company’s sales and profits, so your work to disrupt this late pattern is truly appreciated by the whole senior leadership team.

Every one of them has remarked on the difference and I have credited your leadership of the team with the change. They are appreciative as well since with your help, they will meet their goals this quarter.

Keep up the good work for the future. It will be sincerely remembered as salary negotiations begin this year.

Best,

George