COMPANY LETTERHEAD

DATE

Dear First Name of Employee,

This letter is our formal way of letting you know how much we appreciate your work in Name of Company. We have been impressed by your leadership skills and your ability to keep the team enthusiastic throughout the term of the new brand endorsement.

You succeeded in training the new employees as productive members of the team, and they both said it was a great learning experience working with you. These qualities are an asset for the company, and we want you to know that we recognize all your hard work.

Along with your leadership skills, you have also offered several innovative ideas that have proved very effective specifically in the area of customer relations.

The head of customer relations said that since they have been following your suggestions, the number of return customers has gone up 30 percent. We are glad you work for this company and not for our competitors. We look forward to working with you for years to come.

On behalf of all the management, I thank you for your dedicated work for the company.

Sincerely,

Signature of Sender  
Name of Sender Printed  
Title of Sender