Bill Lee

123 Main Street, Anytown, CA 12345 · 555-555-5555 · bill.lee@email.com

September 1, 2018

Mary Beth Smith

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Hi Mary Beth,

This is just a quick note to thank you for your extra effort in getting the Smith-Klein proposal out yesterday. While the proposal didn't have a solid deadline, you made our company look efficient, professional, and timely in our interaction with these prospective customers.

Customers look at how they will be treated just as they look at our product pricing. They've already given me a heads up this morning that they are already reviewing our proposal.

The other thing for which I'd like to thank you is that I know how difficult it can be to light a fire under the other departments that had to get data to you so that you could put together the proposal. It's always tough to compete with current projects. Obviously, whatever you did—worked. Congratulations on that.

Maybe you're willing to share your tips for what you did with the rest of our department. I'd like to see all of us learn from your success.

Once again, thank you.

Bill

George Lau

123 Main Street, Anytown, CA 12345 · 555-555-5555 · george.lau@email.com

September 1, 2018

Tom Jones

Director, Human Resources

Acme Office Supplies

123 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