December 12, 2009

Ben Mark

34  Wallace Street, Bloomsdale

Colorado Spring CO

Dear Mr. Andrew Scott,

Your passion, enthusiasm and ability to motivate other employees in doing their best have resulted in a significant increase in our productivity and profitability. Therefore, we are giving you the award for being the employee of the month. The plaque is our token of appreciation for your hard work.

In behalf of the sales department, I would like to extend our sincere congratulations for your exemplary work. Your hard work and attitude have kept us on top of the industry.

In your record, it shows that you have never been late or absent. You have also volunteered to work even on Saturdays, which were not required, to help the team reach the quota.

With all your efforts, I can say that you are a valuable team player to our company. Keep up the good work.

Yours truly,

Even Stevens

General Manager