August 10, 2010

Mr. Barry Jones

CEO

Extreme Publishers

Clapton, London, E6 9SS

Dear Sir,

Once again, the year is coming to a close and the holiday season has arrived.  We would like to express our deepest appreciation for yet another wonderful year we have had working in your company.

We are very happy to be employed in the most reputed publishing company in town.  The management has respected our rights as employees and our benefits have been well-provided.  Certainly, there were also times of hardship but our dedication and passion for our work have inspired us to carry on.  We truly believe in the company’s goals in providing excellent service for our customers.  For us, it is a noble task to have a part in providing information to everyone in the form of the books and other reading materials that we publish.  We look forward to another year to serve our countrymen.

Happy holidays, sir!  We wish you and your family a prosperous new year.

Warm regards,

The Printing Staff