To,

Jacob Stanley,

Junior manager,

Marketing department

From,

Mr. Richardson,

Marketing manager,

Stinlger Devices ltd.

Dear MR. Stanley,

I, the manager of the marketing wing of our organisation, am writing this letter to you on behalf of the entire marketing department. This letter has been drafted to appreciate the endeavour that you have put in for the sake of this organization in the last one year. It has not been very long, when the department was in the desperate need of a junior manager after the stepping aside of the prior one. You came forward and slipped effortlessly into the shows of junior manager.

You have always been up to the mark and have proved to be certain with the grades which you carried at the time of recruitment. The letter is just an appreciation of your hard work for the period of one year and it also comes with the news of you being awarded the most promising face of the current year. Keep up the good work,

Regards,

Mr. Richardson.