September 20, 2000

Name,

Designation,

Company Name,

Address,

State, City, ZIP

Dear Mr. /Mrs. Surname,

This is the paragraph where you take the opportunity to thank your fellow colleague to help you with your work progress that resulted in your fast job promotion. You can also mention the good times that you have spend with the team and that now you will prepare them to embark on various projects while outshining their own performance.

This paragraph should show the respect and patronizing feeling that you posses towards your team. Tell them how you will help them grow as professionals and achieve success in their domain of work.

This paragraph should bring forth the mistakes that you committed and the earning that you took from the same.

In this paragraph you thank them for their contribution towards your progress and how you can mutually move ahead professionally.

Yours Sincerely,

Your name,

[Sign]

Designation

Company Name