Belinda Asher

620 Emmanuel College Library  
Cambridge CB2 3AP

Dear Amanda:  
On behalf of everyone here at Deerwood Resorts Ltd., I would like to sincerely congratulate you on your recent elevation from Sales Executive to Sales Manager in your present assignment. I am glad that you have been doing well better than what you were here with us.

I must say that I was not surprised to read your appraisal papers. During your first four years as an employee at our Lakeland Family Resort, I observed your cheerfulness with a very quick mind for business. Combining those attributes with your relentless work ethic and commitment to quality customer service, it is obvious that you have an excellent future ahead of you. I can only hope that your past experience of working with us contributed in some small way to your success.

On behalf of the management and staff at Deerwood Resorts, I wish you all the best in your future career and life endeavors in your new assignment, whatever they may be.

Yours sincerely,

Bruce Atkinson

President and CEO