Ms. Alice Hampton

South Yale Avenue  
Tulsa, Oklahoma 74136

February 2, 2010

Mr. Jake Burnham

K Street NW  
Washington, DC 20005

Dear Jake,

I heard about your recent promotion to sales manager and I want to say congratulations, friend!  I know how hard you have been working at the company and you must be so happy to finally have your efforts rewarded.

You truly deserve to be promoted.  Since we started working in the company ten years ago, I have seen you give nothing but the best in your work as a sales representative.  You are extremely dedicated to your job and would stop at nothing to reach and surpass the sales targets.  While others spend time after work for rest and relaxation, I have seen you spend many nights and weekends still working. I am sure you will help the company have higher sales and achieve more success.

Congratulations again and may the Lord guide you as you start your new position.

Regards,

Alice Hampton