From,

Mrs. Armstrong,

Managing Director,

The Hanging Arcade mall

To,

Mr. Roddick,

Manager,

Marketing department,

The Hanging Arcade mall

Dear Mr. Roddick,

The Hanging Arcade mall committee is really impressed by the work which you have rendered in the recent times. The marketing strategies which you have adopted have resulted in many positives and all these positives have succeeded to reflect well in the sales statistics. Moreover, the feedback from the staff working under your command has also been very encouraging for your prospectus. The fact that there have been no grievances registered regarding your working strategies is very much in your favour for the way ahead.

This letter comes as an appreciation for your work, especially for the period of last one year. The letter also confirms that this appreciation will assume the face of a materialistic acknowledgement. The annual gathering of the Hanging Arcade mall staffs will see you collecting the ‘Employee of the year’ award. The committee hopes that the appreciation is meted with uplifted zeal for the work.

Thanking you,

Mrs. Armstrong.