To,

Nick Kepler,

Manager,

Marketing department,

Quirrel Enterprise.

From,

Mr. Dirk,

Head of Marketing department,

Quirrel Enterprise.

Dear Mr. Kepler,

I, the marketing head of the organization in which we all put in our efforts, would want to take the pleasure of appreciating the quality of work which you have succeeded to render in the recent times. All those promising aspects which you showcased at the time of your recruitment have been put to mould into reality by your efforts. The ability to group in all the employees into one favourable working atmosphere has worked wonders for the organization.

Not only by me, but the appreciation also comes from the entire organization, including your sub ordinates. The organization is contemplating to award you for your efforts at the recent annual gathering. This appreciation also comes with an added faith and hence, you should continue to deliver the good work like you have always succeeded to do. The appreciations will continue to flow for good work along with timely materialistic realization of appreciation.

Thanking you,

Mr. Dirk.