To: name@email.com

From: name@email.com

SUBJECT: Letter of appreciation

Dear Julie,

A “Bus service” idea which you have given is a really great surprise, to employees. Before providing bus service, it was difficult for me to reach on time. I had to leave home early and I had to change buses three times. I am sure this will benefit both the company as well as myself. Your enthusiasm and your ability to motivate your employees have resulted in a significant increase in productivity and profitability. If we had an award to give, you would be the prime candidate.

Please accept my sincerest appreciation for the fine job you are doing in our sales department.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virginia G. Hammond.