Diego Gavin  
1348 First Street  
New York, NY 10065

Date

Dear Diego:

I would like to thank you for the significant contributions you have made to our organization over the past quarter. In only three months, your efforts helped decrease our total costs by 20%. This has allowed us to hire two new sales reps, who should significantly increase revenue for us next quarter. The additions to the sales team will greatly support the Sales Director and allow her to focus on the overall strategy of her department. Without your diligent efforts this would not have been possible.

Beyond this accomplishment, I want you to know that we have all seen you go the extra mile and take initiative to identify new opportunities for the company to operate more efficiently. You also continually provide guidance to less senior team members, and you make timely deliverables for other departments a priority. The example you set through dedication and teamwork reinforces and improves upon our existing culture. You are a true asset to this organization, and I look forward to watching you continue to excel.

Sincerely,

 Philip McWilliams  
Chief Operating Officer