From,

Madhav Krishnan,

General Manager,

Infotech Ltd.,

Bangalore – 560066.

2nd May 2011

To,

Vishal Kumar,

Engineering Department,

Infotech Ltd.,

Bangalore – 560066.

Subject: Employee Recognition letter

Dear Mr. Kumar,

I am congratulating and appreciating you for your success in completing the prestigious project. It is a pleasure to watch your team perform and achieve success. I want to thank you personally for accomplishing this gigantic task and become successful. It was with your guidance and support that your team could perform so well.

The management sincerely appreciates your role for the success and hopes that you will continue similarly in future as well.

Our company has been encouraging and motivating all the teams to perform well. Our management knows the value of work. Dedicated employees are always recognized for their efforts.

We once again thank and congratulate you for rendering your invaluable services to the company.

We wish you all the best for your team in their future endeavors.

Yours Sincerely,

Madhav Krishnan,

General Manager.