[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: A JOB WELL DONE - CONGRATULATIONS**

Dear [CONTACT NAME],

It is always a pleasant duty to write a letter to an employee that has shown great success in his/her work. I want to congratulate you, personally, on [SPECIFY]. I have always been convinced that you were extremely qualified for [POSITION]. Quite a few [EMPLOYEES OF DEPARTMENT] have told me that they had been given numerous compliments from clients about you.

Congratulations on a job well done. We are very delighted of your association with our organisation and hope that you will continue your good work in the future.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]