

## Appreciation Letter to an Employee for Good Performance

From,  
Nyssa Vazquez  
511-5762 At Rd.  
Chelsea MI 67708  
(947) 278-5929

Date: 01-01-2017

To,  
Hiroko Potter  
P.O. Box 887 2508 Dolor. Av.  
Muskegon KY 12482

Subject: Thanking you for the excellent arrangement of last week's conference.

Dear Hiroko Potter,

I want to thank you for the excellent level of enthusiasm that you showed up for last week's industrial conclave. We received the notice of in the eleventh-hour and hosting a district level marketing conclave at such a short notice is a humongous task. It was really commendable to see how the entire team under you joined in to organize the event.

The way you presented the company's idea was also worth hearing. Our company's views and objectives were presented in the best way possible. I again want to thank you for the grand event and extend a heartfelt thank you from the entire Board of Directors.

Thank You.

Regards,  
Nyssa Vazquez  
(Your Signature Here)

