Robert Meyer

123 Business Rd., Business City, NY 54321 · 555-555-5555 · robert.meyer@email.com

September 1, 2018

Andy Rodriguez

Customer Service Specialist

Acme Retail

123 Main Street

Anytown, CA 12345

Dear Andy:

Congratulations on receiving the March award for best Team Work Champion. As you know, this is an award that is provided by coworkers to the team member whom they believe contributed the most to their success during the month.

Various nominations said that you went out of your way to help other employees with their parts of the project. Several co-workers said that you were unfailingly cheerful, upbeat, and positive even when the team struggled with delivery dates. Additionally, team members said that you were organized, efficient and that you worked hard on the right things. They were impressed with the amount you accomplished in a day. Team members especially appreciated the leadership role that you assumed when the team struggled with direction and the allocation of resources. All in all, you received the majority of the nominations from your fellow employees. So, it gives me great pleasure to notify you that you have been selected as Team Work Champion.

The award recipient receives a $100 gift certificate to your local grocery superstore. Please let us know your store of choice. You will receive your award at the October Company Meeting so that the rest of the staff has the opportunity to recognize you and thank you for your hard work and consistent effort. Please let me know your store of choice.

This letter brings you my warmest congratulations, too. It speaks highly of how well you and your work are perceived in the company. It is a positive contribution that deserves our recognition. I am proud to say that you are a valued member of our department.

Please let me know if you have questions or need additional information.

Regards,

Robert S. Meyer (Written Signature)

Robert S. Meyer

Director, Marketing and Customer Outreach

John Doe

123 Main Street, Anytown, CA 12345 · 555-555-5555 · john.doe@email.com

September 1, 2018

James Lee

Vice-President of Operations

Acme Rentals

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I would like first to express my sincerest gratitude for the opportunities that I have been given at Acme Rentals. I consider you a mentor and friend as well as my manager at Acme Rentals, and I hope to continue to stay in touch as I move on to my next professional opportunity. Please accept my respectful resignation. My last day will be September 30, 2018.

During my final weeks, I would be happy to assist in the search for my replacement. If you would like my input, I have a couple of contacts that I can share with you who I believe would be an excellent fit in our department, and who are ready for an opportunity such as is available here.

Again, thank you for the guidance and friendship you have shown me during my tenure at Acme Rentals. I really appreciate how much I have learned here, and I look forward to hearing about your future successes.

Sincerely,

John Doe