July 29, 2026

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: CONGRATULATIONS ON A JOB WELL DONE

Dear [CONTACT NAME],

It is always a pleasure to write a letter to an employee that has shown great achievement in his work. I want to personally congratulate you on [SPECIFY]. I've always been persuaded that you were extremely qualified for [POSITION]. Quite a few [EMPLOYEES OF DEPARTMENT] told me that they have received numerous compliments from our clients.

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

Sincerely,

Your name
Your title
(800) 123-4567
youremail@yourcompany.com