From,

Mr. Jack Miller,

Senior General Manager,

KYHT Ltd.,

New York.

Date: Sept 17, 2013

To,

Mr. Joe Raddle,

Senior Executive,

KYHT Ltd.

New York.

Subject: Employee recognition letter

Dear Mr. Joe,

You work efforts for the growth and development of the organization are admirable. We acknowledge your dedication and hard work to accomplish the given targets. You have always acted as an active team member. We appreciate your commitment towards our organization and your duty. You possess all the qualities that a team leader must have. The success of the recent projects is worth mentioning. It is all due to your efforts that our organization has reached such a top level.

A cheque of $ 15,00 has been issued to you as a token of appreciation. We hope that you will inspire others in our organization and we wish you all the success.

We thank you for your dedication and efforts.

Best regards,

Jack Miller,

General Manager.