Juan Cardenas Lopez
Production department
Congress Avenue n ° 9770
Tel 753-9227

Dear Mr. Cardenas

The INDUSTRIAS METALURGICAS SAC company through the human resources department sends you this letter to inform you of the following.

At this time of the year we want to make a recognition for notable work performance so far this year. As head of the area you are responsible for the daily production of all the products of our company.

We reviewed the reports of the first quarter of this year and have been pleasantly surprised that the productivity of your department has improved considerably.

There has been a 47% increase in production over the previous quarter and that responds to the commitment and dedication you have put into the execution of your responsibilities.

Your way of motivating subordinates has also made your area achieve your performance and therefore is in the welfare of the company and all its employees

Congratulations on your exemplary work, INDUSTRIAS METALUGICAS SAC appreciates your performance and wants you to continue your strive to meet our objectives

Cordially

SAC METALUGICAS INDUSTRIES