February 16, 2015

Kyle Wesley

234 Philadelphia Street

London, 12378

Dear Mr. Wesley,

We would like to express our warmth appreciation to you for your various contributions to the company.

The company will not be success if not with the exemplary employees like you. We value your hard work and commitment. Based on your 5 years of service in this company, your performance remained to be at the highest peak consistently.

We recognize employees who did a great job and exert a lot of efforts to make every task complete and delivered on time.

We look forward to work with you for more years!

Regards,

Patrick Johnson

Head Administration Office

ABC Company

London, 12378

345 9898