

July 27, 2020

CONGRATULATIONS ON A JOB WELL DONE and LETTER OF PROMOTION

Dear, Edward Selva!

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 excellent job. I've always been persuaded that you were extremely qualified for position of Logistic Manager.

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.

Also it gratifies to enlighten you that the management of the Company has decided to promote you the position of Order Management Specialist if you accept this position your salary will be increased to \$4000 USD per a month and like an extra benefit you will receive 5% bonus commission from each successful deal.

As it was analyzed that your persistent efforts as Logistic Manager. And it was analyzed that your persistent efforts and self driven qualities should be rewarded. Now, it has been decided that you can be entrusted with higher responsibilities based on your effectiveness and efficiency at work.

We expect consistency and high motivation level in your work behavior and hope you would set an example for the rest of the employees of the Company. We wish you good luck for your future performance. Congratulations and keep the spirit up.

If you agree, please, sign the following.

I, _____ agree to accept the promotion for the position of Order Management Specialist.

Any information that you give will be held in the strict confidence.

THE EMPLOYEE:

By: _____

THE COMPANY:



Mr. David Brooks, (General Manager)

