

March 24, 2000

John Doe
222 White Rd.
Pittsburgh, PA 00000

Dear John:

During the last several weeks, I have been reviewing all of our employees' performance review statements.

You are a very good employee who has an excellent knowledge of roofing systems and you also possess good organizational skills. I thank you for being this kind of employee. Acme depends on people like you!

Sincerely,

Bill Smith
Chairman of the Board