

June 6, 2002

John Doe
222 White Rd.
Pittsburgh, PA 00000

Dear John:

In looking over your Performance Review, I noted that you were given very high marks by Rex Fields. I also want to congratulate you on your recent promotion to foreman.

Having a new foreman who is knowledgeable and dependable is important to me. I am sure you will set high standards for your crew and help them reach new levels.

If you have questions or need help, please feel free to contact Mike Douglas or me.

Acme and I consider you a very valuable asset at our company.

Sincerely,

Bill Smith
Chairman of the Board