

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Advice – Encourage an Employee after a Disappointment or a Company Setback

Dear :

I realize that the quarterly sales in your division were not the numbers you were expecting. However, I realize that this was your first time being the head of this division. You should realize that you missed the expected goal by a very small margin. I am sure that your next quarter sales will pass expectations. Please do not allow this small set back to deter you from the great things you will accomplish.

Sincerely,

N A M E