

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 - Give Advice to Subordinates

Dear :

I would like to thank everyone for putting so much hard work and effort into {name of company}. Your time and effort is much appreciated. {Insert advice in non-judgmental, supportive, helpful tone}

Please keep this in mind as do your job. Once again, thank you for all your assistance.

Sincerely,

N A M E