

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: Praise an Employee's Family for Contribution to Employee's Success

Dear :

{Name of Employee} has done an outstanding job as {position/title} at {Company}. Since he/she has accepted the position of {position}, {name an achievement}. It is wonderful to have {name} as an employee. However, we know that much of a person's success is also due to the wonderful family that embraces them after the job. We at {company} would like to say "Thank you."

Sincerely,

N A M E