XXX

Junior Accountant

XXX Group of Companies Pvt. Ltd

Address

Date

Subject: APPRECIATION LETTER FOR PERFORMANCE

Dear XXX,

It’s my honor and pleasure to inform you that the company has impressed with your performance in last 6 months and giving you the performance bonus of Rupees 6,000 for your achievement. You had tried to learn a lot by giving you extra time to your team leader and with your approach had applied all necessary efforts whichever you team leader told to you in your production.

Thus you had not only achieved your production target but also met 100% accuracy criteria set by the company. Therefore you got eligible for this performance bonus and now its company’s responsibility to appreciate your hard work, sincerity and dedication through which you performed impressively.

Thanking You

Yours Sincerely,

###### XXX

Manager Human Resource