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Appreciation Letter

Dear _____,

You are receiving this letter as consideration of our appreciation of your exceptional performance. We are extremely satisfied with the result of your work performance during the past year.

You have performed doing an extra mile outside the scope of your duties and responsibilities in your work and we have noticed how you have managed to excel among everyone else in your team. The showing of your work conduct clearly cuts you above the rest.

In this regard, expect a gift which you should receive in a few days on your workstation.

Again, thank you so much.

Best regards,



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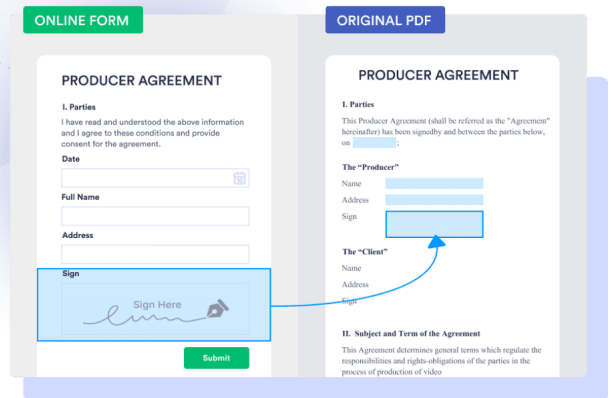
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