

Sales Staff Letter

Industry: Logistics

Company: Confidential



<Date>, 2005

Dear Valued Employee,

Thanksgiving is a perfect time to reflect on the people we appreciate most. I would like to personally express my heartfelt gratitude for your hard work and dedication to <company>.

It has been a very successful year for us and we have again accomplished our mission of providing top-notch service to our customers. Thank you for the important role you played in achieving our sales goals.

As a token of my appreciation, I have enclosed a \$_____ check with my best wishes for a happy Thanksgiving. I am proud of all we have achieved through your efforts and I am confident that, with your help, <company> will achieve even greater levels of success in the coming year.

My very best wishes to you and your family during this holiday season, and may the New Year bring you good health and prosperity.

Sincerely,

<Name>
President, Chief Executive Officer