

Confirmation of Target Achievement

Date: [Insert Date]

To: [Sales Representative's Name]

From: [Your Name/Your Position]

Subject: Confirmation of Target Achievement

Dear [Sales Representative's Name],

We are pleased to inform you that you have successfully achieved your sales target for the period of [insert specific period]. Your total sales amounted to [insert sales figure], exceeding your target of [insert target figure].

Your hard work and dedication have contributed significantly to our team's success, and we are proud to have you as part of our organization.

We look forward to your continued excellence and contributions in the upcoming periods.

Congratulations on your achievement!

Sincerely,

[Your Name]

[Your Position]

[Company Name]