

Letter of Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Sales Achievement

Dear [Employee's Name],

I would like to take this opportunity to acknowledge your exceptional performance in surpassing our sales projections for this quarter. Your hard work and dedication have significantly contributed to our team's overall success.

By achieving [specific percentage or amount] above our target, you have not only demonstrated your commitment but also set a remarkable example for your peers. Your ability to connect with clients and close deals effectively has proven invaluable to our organization.

Thank you for your relentless effort and enthusiasm. We are excited to see what you will achieve in the upcoming quarters!

Warm regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]