

Download Draft Client Appreciation Letter

Rieck, author of the brilliant ProCopyTips newsletter, today featured my 'Dear Client' piece. I am stoked beyond words. And I think my article is pretty funny. How do you write a Thank You Letter of Appreciation? A thank letter of appreciation is usually written by a person as an acknowledgement to a service rendered or help offered. This letter actually makes the receiver feel special and would lead him to being equally understanding in the future too thanks to all the positive observations that you would make in the letter. To Name Of Employee Emp. Code Department . Date : DD-MM-YYYY . Subject : Warning letter for Absenteeism Please be advised that it has been noticed that you have been taking leaves mostly without any prior intimation and this seems to be a regular practice. Absconding Letter - show cause notice - we have found the assets of the company and you are missing. - Draft Client Appreciation Letter