NAME

123 Main Street, Anytown, CA 12345 · 555-555-5555 · example@email.com

September 1, 20XX

Rob McKenzie

Acme Software

123 Business Rd.

Business City, NY 54321

Dear Rob,

Thanks for the effort you've put in this past couple of months to help us orient and bring the two new developers onboard.

They've become productive and contributing much faster because of the training and assistance you've provided for them.

This has worked out so well, in fact, that we're making the buddy system an integral component in how we bring all new employees into the company in the future.

Will you participate in a [brainstorming and planning session](https://www.thebalancecareers.com/steps-to-generating-effective-ideas-using-brainstorming-1918730) on Thursday so we can all capture what worked well and what needs improvement?

I'm also inviting Human Resources staff, the other employees who have been buddies, and several new employees. The goal is to design a process that we can adopt for bringing new employees onboard. Let me know and I'll send a meeting notice.

Again, thanks for all of your help orienting Rich and Bonnie.

Warm regards,

NAME

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September 1, 20XX

Kate Jones

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Kate,

Thank you so much for going the extra mile with difficult customers. Twice in the past week other people have come to me and whispered about how adept you are at de-escalating a difficult situation.

This is an incredibly valuable skill. [Customers sometimes have unreasonable demands](https://www.thebalancecareers.com/front-line-employees-are-key-to-customer-service-success-1917883) and making them happy while still following company policy means continued profitability for us.

We appreciate the effort that you make to maintain a positive attitude even when faced with a challenging situation. Please keep up the good work.

Thanks,

NAME

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September 1, 20XX

LaTonya Hernandez

Director, Human Resources

Acme Manufacturing

123 Business Rd.

Business City, NY 54321

Dear LaTonya,

The presentation you gave yesterday on the [impact of new overtime regulations](https://www.thebalancecareers.com/what-is-overtime-1918206) in our manufacturing plant was a resounding success. Not only did you research the topic thoroughly, you made the information interesting and applicable.

I'd like to adapt your presentation for all divisions. Each division has unique challenges, but the underlying legal implications are the same. Would you be willing to work with the division site heads to develop a unique presentation for each location? Steve will help set up the necessary meetings.

Your ground work is invaluable and will make this process smoother than we had predicted. I look forward to your continued involvement in this implementation. Ultimately, we'd like you to do the presentations at each division, which will require some travel.

I know travel is not part of your normal job description, but I don't believe anyone will be able to communicate the information as clearly as you did.

Thanks for all of your help,

NAME