



Dear Accountant;

Thank you for letting me know of your intention to put your recently acquired certification to work. We all know how much effort you put into this. You have always performed your duties well and you were always ready to coach and mentor new staff. You have shown yourself to be very capable in dealing with the technical issues as well. You not only contributed to building the excellent team but you also have shown yourself as an excellent leader.

We appreciate that you are also highly entrepreneurial in your approach. You were excellent at bringing new clients to the firm and these accounts contributed greatly to the bottom line. Your involvement with the service club got our firm to be well known in the community. We do know that you will be successful in whatever you undertake. Best wishes in your next career.

M Wise, Manager