

# Bob Steele

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Dear Ernie Kelley,

Thank you for the fantastic job you have been doing for our company lately. Your hard work and dedication has really helped us out during a difficult time in our company. We just wanted to make sure you know how much you are valued and appreciated.

We know that the recent round of lay-offs has been very bad for company morale. Not only are people worried about losing their jobs but many people are having to cover additional duties that are not part of their job descriptions. We also know that both before and during this time you have worked tirelessly to keep your department going. Not only do you complete excellent quality work yourself but we have seen you help your coworkers as well. You come in early stay late and even use your lunch break to help pitch in and get things done. Furthermore you do this all with a fantastic attitude and willing disposition.

Thank you Ernie for your hard work and dedication to this company both throughout the past few months and even before that. We really appreciate all that you do.

Sincerely,

Bob Steele