

PrimeTechLtd  
AMDAVE  
CA- 2234

10th May 2012

Dear All,

It is with great relief and happiness that I am writing this letter, where I congratulate all your team members for the wonderful work they have done, which has helped the company complete the finance project well before the deadline.

The contribution and dedication of your team has been worthy of special praise, given the satisfaction of our investors, all of whom have extended their contracts for two more years. With these contracts, we are bound to reach new heights, and the money available will help the company grow and expand to all quarters of the country.

Our CEO was thrilled by our achievements and has granted bonuses for all teams, and has further announced two days off for everyone. A formal celebration will take place in the next week, the details of which will be forwarded in the coming days. I really appreciate the efforts of your team members, all of whom have worked day and night to make this project successful.

I hope this will remain our benchmark for future projects. Enjoy your recognition and keep up the good work.

Kind Regards,

Brendon Mathews

Finance Officer