

To,

Mr. Bobby Smith,

39, Downway Path,

Bells road

California

18th November 2013

Subject: Appreciation of Internship

Dear Mr. Bobby,

This letter of appreciation is to applaud your dedicated efforts and commitment towards the internship project completed by you in our organization. We really appraise your internship project that was done on understanding the latest marketing trends of our consumers. You completed the sixteen weeks of internship successfully and the reports and outcomes of your projects are astonishing. The survey conducted on the local market and customers has given a new insight for evolving the marketing strategies in our organization. The entire scheme of your project was designed quite well.

Your internship reports have been appraised and appreciated by the entire marketing team and they are amazed to see such great work from an internship trainee. You seem to have enormous interest and skills in marketing and public relations, which gets reflected in your work. Your academic training and understanding about marketing principals is also of very high standards.

Our company appreciates your work and as a reward we have decided to offer you a position of Junior Market and research associate in our organization. We believe that you would be a great value addition to the entire marketing team and your knowledge will help in the overall growth and development of our organization. We hope you accept our job proposal and soon become a part of our team.

We wish to get a positive reply from your end.

Regards,

Rods Duffy

(CEO, JKY Marketing Group)