Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am pleased to inform you that XYZ Corporation has hired a competent Branch Manager for its new office in Petersburg. John Meezo is a well-qualified and experienced individual. He has been selected for this post after an extensive search and a number of interviews with many capable candidates. The company appreciates you for temporarily taking charge of the extra responsibilities assigned to you as the acting Branch Manager. You can now hand over the job to the newly appointed employee who will be joining us from the 20th of March.

John Meezo has been working in the field since 8 years in the UK. His overseas experience is going to be invaluable for our company. I am confident that he will be able to perform his work duties well with hard working employees like yourself in his team.

Once again, I would like to thank you for your crucial contributions. You have helped the company set up its new outlet. The added responsibilities must have been overwhelming for you. The company acknowledges your hard work. I know I can count on you in future as well in case of any special tasks.

Regards,  
Your name