
ABC,

The Deputy Manager

XYZ Enterprises,

Address: PQR street

Date: __/__/__

PQR,

XYZ Enterprises,

Address: PQR street

Subject: Feedback letter to appreciate your headship as deputy manager for the year 2019

Dear Mr. ABC,

As a team leader, your performance was found very satisfactory. The organization appreciates your contribution towards building the team's confidence and not giving up on the team even when the team did not believe in themselves.

Thank you for motivating them when they came back with the failure of production and sales. Thank you for the many pieces of training and skills you fortified to the team members to make them able to approach and communicate with clients with confidence.

To appreciate your efforts for success, our organization wants to present a token of love and invitation for dinner at The Food Place on Saturday evening, November 20, 2019.

We are looking for your acceptance and to have time together to appreciate you.

Sincerely,

PQR

XYZ Enterprises,