February 28, 2013

During the past few months, we’ve all been working very hard to make our company a success. Everybody’s contributions are significant, but there are a few people who deserve special recognition for their outstanding performance and commitment in this busy time. I’m happy to tell you that the directors and I agree that you are our choice from the [insert Division] division to receive the enclosed gift certificate. You deserve it!

Thank you for your commitment to making our company a success!

Best regards,

Jake O’Connell, President  
Outlander Spices