

Letter of Motivation and Encouragement

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear employees,

Congratulation! I'm very glad to announce to you that according to the recent analytics, within one year, we have come side by side with the tycoons of our field. This couldn't have become possible if there was not the devotion and tireless effort of all of you at the background. Accept my deepest gratitude for this. Also, as it is in your knowledge that we are working on the most important projects of this month, I request you all to not lose focus and stay fully concentrated on the tasks until they appear in the list of our successful projects. We need to put in a collective effort and the time is near when our company will be the most successful corporations of the time. Remember, hard work always pays off. We'll celebrate our success soon. Keep working hard. Thumbs up!

Sincerely,

[Your Name]

[Senders Title] -Optional-