Letter to Encourage a Supervisor after a Company Setback

Synchrony Tech Ltd.

Doyle Hopkins

26 St. Diamond Avenue, California.

10th November 2016.

Mr. Andrew Lisa

Supervisor, Stanford Yields.

43 St, Rose Avenue, Oregon.

Dear [Recipients Name],

Hope you will be fine. After hearing the news of your company setback, I felt to write some words of condolence. You are very skillful and a capable supervisor, as I personally know you. I must say that hard times come, but being optimistic and calm solves more than half of the problem. You are the most challenging person of your company and you gave a lot because of your creativity. Your better working relations with employees will be very helpful and cooperative with you in this critical situation. Your company's previous annual reports were always good. Please don't lose hope. Such kind of problems keep on coming but the need is to bring productivity out of them. Give yourself time and eliminate blaming and raise your spirits and be committed.

Wish you the very best in this critical situation.

Sincerely,

Doyle Hopkins

Assistant manager, Synchrony Tech Ltd.