



### Sample Letter #3

I understand how difficult it has been to work under the tighter budget introduced last year. As I am sure you understand, this is an attempt to streamline our operations by adopting more efficient methods of training and production. You may not know, however, that our production levels increased by nearly twenty percent in the last quarter. This increase is due to the hard work of employees like you who aren't afraid to innovate and finesse solutions to problems rather than throw money at them. At this rate the original budget will come back on track in no time, with revenues up as much as fifty percent. Keep up the good work!

### Sample Letter #4

I want you to know that I understand your disappointment at not receiving the promotion you wanted. While you have proven your worth as a contributing, effective member of our team, Mary's greater number of years in the company, in addition to her experience working on the Smith project, combined to make her the leading candidate for the job.

Please keep in mind that opportunities for advancement will come again. If you continue to be as productive and resourceful as you have been in the past, I see a bright future ahead of you.