



**VIDERITY®**

**Viderity Business Letter Templates**

# **Sample Templates**

**I Recommendation of a Professional**

**II Congratulations on Promotion**

**III Employee Resignation Announcement**

Dear ...

It is with great pleasure and confidence that I recommend \_\_ (name) \_\_ as a professional (accountant/lawyer/physician/dermatologist/dentist/etc). I have known \_\_ him/her \_\_ for \_\_ (#) \_\_ years through \_\_ (organization/graduate school/college/etc) \_\_ and have found \_\_ (him/her) \_\_ to be an exceptionally professional individual. My confidence in \_\_ (name's) \_\_ ability is such that I have trusted \_\_ (him/her) \_\_ to take over the care of my \_\_ (client's/patient's) \_\_ needs whenever I have gone on vacation over the past \_\_ (#) \_\_ years.

I had the opportunity to work closely with \_\_ (first & name) \_\_ for \_\_ (#) \_\_ years at \_\_ (organization name/graduate school name/college name) \_\_, where we worked together on several projects together. I have always admired \_\_ (name's) \_\_ professional judgment and trust \_\_ (him/her) \_\_ implicitly with the care of my \_\_ (clients/patients) \_\_.

Without a doubt, I would strongly recommend \_\_ (first name) \_\_ to any professional organization. \_\_ (He/She) \_\_ would be an asset to anyone's team. \_\_ (He/She) \_\_ is a very competent \_\_ (accountant/lawyer/physician/dermatologist/dentist/etc.) \_\_ with \_\_ (#) \_\_ of years experience behind \_\_ (him/her) \_\_. I feel confident that any organization will find \_\_ (name) \_\_ to be very knowledgeable and a pleasure to work with.

Sincerely,

Dear ...

Allow me to take this opportunity to personally congratulate you on your promotion. It is a pleasure to see that you have been recognized you for all your hard work and talents. That, along with your loyalty and commitment to \_\_ (name of organization) \_\_, makes you most deserving of this promotion.

Without a doubt, \_\_ (we have all/name of organization has/many have/etc.) \_\_ benefited from your tireless efforts. Though you will be duly missed in the \_\_ (name of department/branch/etc.) \_\_, it is great to see you in the new position of \_\_ (type of position) \_\_. \_\_ (I/We all/etc.) \_\_ know that you will also do exceedingly well in this position.

Once again, congratulations on your promotion, \_\_ (Name) \_\_. It looks good on you and I wish you the best of luck and greatest of success in your new role.

Sincerely,

To all staff;

It is with regret that today I must announce the resignation of \_\_ (name) \_\_, who is resigning from \_\_ (his/her) \_\_ position of \_\_ (type of position) \_\_ from \_\_ (name of company) \_\_ effective \_\_ (date) \_\_.

\_\_ (Name) \_\_ started with \_\_ (company name) \_\_ in \_\_ (year) \_\_ as a \_\_ (position type) \_\_ and eventually worked \_\_ (his/her) \_\_ way up to \_\_ (position type) \_\_. \_\_ (He/She) \_\_ has been a valued part of our team over the past \_\_ (#) \_\_ \_\_ (years/months) \_\_ and many here have enjoyed working with \_\_ (him/her) \_\_.

\_\_ (Name) \_\_ will be \_\_ (briefly describe his/her immediate career plans) \_\_. We wish \_\_ (him/her) \_\_ every success in \_\_ (his/her) \_\_ new endeavors. Please join us in sending our best wishes to \_\_ (him/her) \_\_ by attending the farewell party that will be held on \_\_ (date) \_\_ at \_\_ (time) \_\_ in the \_\_ (room/location) \_\_.

There will be a buffet lunch served along with some good humored roasting and toasting in honor of \_\_ (name) \_\_. I look forward to seeing everyone there giving toast to our co-worker and friend, a person whom we will all miss.

Sincerely,