

## **Sample Letter to Encourage your Employees/ Team**

I would first like to say hats off to all employees of the sales department for their tremendous efforts and achievements of sales goals year on year. You are our pillar and strength on which the organization stands.

You meet our clients and bring in the revenue, hence would always like you to be motivated and enthusiastic.

It's the start of a new quarter and would like all of you to make a new beginning keeping in mind previous quarter's learning's and experiences. In the previous quarter we have achieved all our sales goals and you all have done exceedingly well. We continue to expect such a performance or even better in this quarter as well. And as per norm we would reward the best performances.

You all have proved that you are hardworking and determined and a valuable asset to our organization. We completely trust you to provide quick and optimal service to our customers.

We thank you for your perseverance and commitment to the organization.