



Dear Mrs. Craven,

I am writing today to thank you for all the support that you have extended to me during my time here at ABC Marketing Company. From the time I started this job you have been nothing but helpful and supportive and it means more to me than you'll ever know.

I remember working on my first project here. I was fresh out of college in over my head and as nervous as can be. Instead of coming down hard on me like I feared you might you gave me some friendly advice and a little pep talk. I don't know if you even remember that conversation but it has stuck with me all these years. I really appreciate how you have always been so friendly and supportive of all of my efforts even when they are slightly misguided. Working for you has been very enjoyable and I have learned and grown a lot. A lot of my friends hate going into their jobs but I've always looked forward to coming in to work here.

Your encouragement and support have made all of the difference. Thank you.

Sincerely Yours,

Heather Ringenburg