

Dear Mr. Clavio

With pride and confidence, it is a pleasure for me to inform you that you have been promoted as a branch manager of the allied bank.

With thorough selection among the candidates, it has been shown that you are one that stands out. Your dedication and enthusiasm to work is remarkably outstanding.

For the past few years as a supervisor, you have shown great efforts in keeping the company on top. You have given us endeavors and success that is beyond our measures.

Truly, you deserve to have that promotion. Therefore, in behalf of the board of directors and trustees, I congratulate you for your new position. We know that your new position will help you more on strengthening our company.

We look forward to your future endeavor and success.

Once again, please accept my deepest congratulations to your promotion.

Sincerely,

Jacob O'Brien