

SAM SMITH

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Dear Mr. Perez

Thank you so much for selecting me to receive this promotion. I know that you not only considered our entire sales staff but that you also interviewed outside the company as well and I am exceedingly grateful that you chose me. I am excited for this opportunity to serve our company in this capacity.

As a member of the sales staff I have consistently had some of the highest sales compared to my colleagues each month. I even broke a few company records. As the new sales manager I plan to use my knowledge and skill in this area to help the rest of the sales staff increase their sales as well. Not only will this help our sales staff to do the best job that they can do but it will help our company to excel as well. I am confident that in this new position not only will I be able to increase our company's sales but I will also help everything on the sales floor to run much more smoothly and efficiently.

Perez Auto is a fantastic company to work for and through hard work and dedication I hope to make it even better.

Sincerely Yours

Sam Smith