**Formal Letter of Appreciation on Completing Years of Service**

From

Rahul Jain

Manager

Universal Computers Ltd.

JLN Marg

New Delhi

Date: 03.10.2017

To,

Mr. Ramesh Gupta

52, Radhika Apartments

Lodhi Road

New Delhi

Dear Mr. Ramesh,

Congratulations on completing 5 glorious years with Universal Computers Ltd. We take this special moment to celebrate this milestone in your career and congratulate you for being a dedicated and cooperative employee of our company who has always worked for the development of the company.

We are proud and happy to have an employee like you who has always impressed us with his outstanding efforts. You have always worked beyond your potential with the best of your commitment levels for all these years and that’s the reason you are an integral part of our organization.

We wish you amazing 5 years with Universal Computers Ltd. and we hope that our association and your career grow hand in hand.

Best Regards

Rahul Jain

Manager

Universal Computers Ltd.