**LETTER TO CONGRATULATE ON NEW JOB**

Subject: Congratulations on your new job

Hi Shiv,

We are so proud of all your achievements at Wave wood. You have been a stellar contributor to the Chennai sales team. From your starting role as a junior sales executive to your current leadership position, your work ethic and relentless drive have impressed the entire management team. Your sales numbers and positive feedback by colleagues say it all.

While we are certainly going to miss your presence at the office and your significant contribution to our sales numbers, we wish you all the best at your new job. All the best for this new beginning in your hometown.

On behalf of the management team at Wave wood, I hope you have a wonderful experience and great success in this new chapter.

Best wishes,

Nandan