

Emilia Rodriguez
Store Manager
Papers and Clips Office Surplus
2525 Broadway
Everett, WA

Dear Emilia,

Congratulations! I just got word that you are now the store manager of Papers and Clips at Everett. Remember what I told you when I left Everett for corporate? Look where you are right now!

I had always admired your dedication and attention to detail when you work and I know that they wouldn't find someone better for the position other than you. I wish you all the best. Tell everyone there I said hi. Congratulations Emilia!

Best regards,

Jennifer Klass-Winston