To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Encouragement Letter to Sales Team**

Dear Mr./Mrs. [name of the Recipient],

Yesterday, I was provided with the last quarter’s sales report of [name of the Product] and I was truly amazed with the results. You and your team really proved that anything is possible if it is done with true dedication and hard work. I would really like to say “Hats Off” to you and your skillful team for the wonderful work that you guys have done for the organization.

I am writing this letter to basically encourage you and your team for even better performance and extra ordinary results for the next quarter. Our client is very excited and enjoying our product so it is better for you and your team to learn from your past mistakes and try to overcome your weaknesses. We are really hoping for even better performance and results from you and your team.

I have good faith in you and your team and please do let me know if you require my support in any regard. Wishing you best of luck in the future.

Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]