To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Advice on a Professional Matter**

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

I am writing this letter to advise you about getting the new job of Sales Manager that you have been offered by Collins Pvt. Ltd. Company. You have been working at your current company, ABS Pvt. Ltd. for the last 3 years and have noticed a limited growth. Moreover, the perquisites that you are getting against the work are quite low.

As you told me about the details of the new job, the salary and the perquisites that they are offering, I advise you to take this opportunity and accept this new job. It’s not only about the salary or perquisites, it’s about the new opportunity and the new environment. The Collins Pvt. Ltd. is a reputable organization where you will get chances to explore new opportunities.

In my opinion, you should say ‘Yes’ to this offer and accept the new job. I hope that this decision will be great for you and you will not regret it.

Best of Luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]