

EMPLOYMENT SATISFACTION LETTER

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Introduction

An employment satisfaction letter is a formal letter written to an employee of a company by his/her seniors in order to express satisfaction about the employee's performance in the company.

Employment satisfaction letters are important factors in boosting the morale of an employee or as an encouragement to him/her to work harder and perform better.

Employment satisfaction letters are one of the many ways one can provide incentive to an employee. This helps in making the individual feel good about himself as well his performance, and goads him to deliver even better results so as to secure promotions and raises early and in greater numbers.

Employment satisfaction letter Tips

Tips to write a good employment satisfaction letter:

- Never praise or extol the employee too much. Always be formal and official in your approach. Never reveal too much of your satisfaction or praise. Always be moderate, formal, polite and concise.
- Do not dawdle. Express your satisfaction and end the letter. An employment satisfaction letter cannot and must not contain other work-related issues, queries, problems or verifications. It is a formal letter that must have a limited scope and a formal tone to it.
- Employment satisfaction letters may also contain objectives to be attained in the future, in pace with the expectations the company has of him/her. These can include ideas for upcoming projects, meetings, conferences, staff handlings as well as marketing strategies.

Sample Employment satisfaction letter

From,

Date-

To,

Subject: Satisfactory performance

Dear Mr./ Ms _____,

This letter is to inform you that the managing committee has found your performance in the months of June and July to be extremely satisfactory and impressive, leading us to believe that our decision to offer you a job in our company was an appropriate one. We congratulate you on winning our trust thus.

There are a few conferences we would like to discuss with you now that we're reassured of you settling down in the office premises and getting acquainted with the procedures and work ethics. You will find the official details of the conferences attached to this letter. Once you have grasped the central idea of these, we would like you to prepare an independent marketing strategy for each of these conferences. They are going to be of widespread importance to our image and the turn-up is expected to be vast.

We are therefore partially entrusting the responsibility of marketing these conferences in the city. We believe this will be yet another growing experience for you.

Regards,

XYZ

Employment satisfaction letter Template

From,

Date-

To,

Subject: Satisfactory performance

Dear Mr./ Ms _____,

This letter is to inform you that the _____ [mention department] has found your performance in the months of _____ [mention time period] to be extremely satisfactory and impressive, leading us to believe that our decision to offer you a job in our company as a _____ [mention designation] was an appropriate one.

We hope you will continue with the good work in the future. We hope to form a long-time employee collaboration with you.

Regards,

_____ [Name and designation]

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