

# Durdana Saleem

## **Topic to view sample congratulation letters:**

A new job, anniversary, promotion, religious occasion, birthday, job well done, wedding engagement, graduation, birth of a child.

### **Sample letter # 1**

I just learned that your essay won first place in national competition. Congratulations! I know how strongly you felt about the issue, and how long you worked on developing your argument. You are a good example of how commitment and hard work pay off.

This honor indicates a promising future in journalism and public service. We wish you the very best.

### **Sample Letter #4**

I congratulate you for getting your bachelor's degree this spring. Your accomplishing this while maintaining a home and raising three children is a marvelous achievement. Your determination to reach your goal has been admirable. I'm sure your husband, who has been your chief support, must be very proud of you. You are a good role model.

### **Sample Letter #3**

I just heard the news about your new job. Congratulations! I know that getting that first position after college is often very difficult, and I commend you for the resourcefulness you showed in your search. With your background in computers and your artistic talent, you will make a fine contribution to Doe Graphics. Best wishes for success and keep in touch.

### **Sample Letter #4**

I am sure Doe Corporation is thrilled to have you as their new secretary. Congratulations! With your corporate experience and rich background in personnel, you will be a great asset to them. I trust they recognize how fortunate they are to get you. Good luck and give me an update once you get settled.

### **Sample Letter #5**

Congratulation on your new job! I was delighted to hear that you had landed the position. This comes as no surprise, of course, to any of us who are acquainted with your work. Doe Corporation will soon discover how lucky they are to have you. Please accept my best wishes for your continued success.

## Writing Steps

### 1. State the reason for the compliment.

#### Sample Sentences

- Many of you may not know that we have a hero in our midst. Last Saturday John Doe rescued two children from a sinking boat.
- I appreciated your outstanding performance in the school play. The director made the right move when he cast you as Petruchio.
- We want to tell you how proud we are of you for your outstanding achievement in obtaining your Bachelor of Arts degree.
- I just learned of the award you recently received from the Doe Society.
- We are proud to have such an outstanding design team working on our product. You truly deserved the Doe Award for best performance of the year.
- I wasn't at all surprised to hear that you were elected chairperson of our committee, but I was very pleased.
- I had the pleasure of reading your latest article and enjoyed it tremendously. You have a great talent for capturing the humor in everyday life.

#### Sample Phrases

- a job well done
- accept my sincere congratulations
- are proud to
- commend you for
- could not imagine a more deserving
- delighted to hear
- had the pleasure of
- heartiest congratulations
- honored your achievements
- how much I appreciated
- just learned of
- may not know
- may not be aware
- not surprised
- this significant accomplishment
- this prestigious award
- very proud of her
- want to tell you
- was happy to learn of
- were very pleased to hear
- would like you to know
- your outstanding performance
- your outstanding achievement

## 2. Acknowledge the personal qualities required to reach the achievement or accomplishment.

### Sample Sentences

- His actions are a reflection of the courage and unselfishness that we have come to recognize in him.
- The years you have invested in studying drama have paid off. As I watched the play, I didn't see my friend John Doe; I saw Petruchio.
- I know how difficult it must have been to work part-time, go to school full-time, and still set aside quality time with your family. You are an excellent example to us all.
- This is a significant accomplishment that undoubtedly required the dedication and cooperation of the whole team.
- It is a tribute to your administrative talent and your hard work.
- You must have spent weeks traveling the byways of our state to gather the stories you wove together so skillfully.

### Sample Phrases

- a worthy role model
- desire for success
- developed your talent for
- earned the respect of
- fortitude and perseverance
- genuine caring for
- has a gift for
- has the determination to
- inherent desire to achieve
- knowledge and experience
- outstanding talent
- perseverance and sheer hard work
- person of unquestioned integrity
- presence of mind
- sensitivity to the needs of
- set a fine example for
- stamina and ambition
- stand up for what is right and fair
- the courage to keep going
- will to succeed
- willingness to dedicate yourself to
- willingness to help

## 3. Extend your wishes for continued success.

### Sample Sentences

- We wish you similar success in the future.
- Best wishes to you in your new position.

- I commend you for your achievement and hope you will enjoy its rewards for years to come.
- We compliment you on your success and send our best wishes for the future.
- We appreciate your devotion to your position and wish that we had more leaders like you.
- Thank you for setting such a wonderful example.
- I admire your stamina and ambition. Good luck with your next project.
- Please accept our compliments and wishes for your happiness and success.
- I know you are the right person for the job. You have my full support.
- I give you my best wishes for your future endeavors.
- As your friend, I am perhaps your biggest fan. Good luck on your next project.

### Sample Phrases

- |                                    |                                 |
|------------------------------------|---------------------------------|
| ○ appreciation for                 | ○ keep up the good work         |
| ○ are very proud of you            | ○ our best wishes               |
| ○ cannot overestimate the value of | ○ thank you for                 |
| ○ commend you for                  | ○ will be watching your         |
| ○ congratulations to               | ○ wish you continued success    |
| ○ continue to excel                | ○ wish you similar success with |
| ○ enjoy the rewards of             | ○ wish to express our           |
| ○ for all you do to                | ○ years to come                 |
| ○ for proving that                 | ○ your happiness and success    |
| ○ good luck with                   | ○ your devotion to              |
| ○ have my full support             | ○ your many contributions to    |
| ○ in the future                    | ○ your future endeavors         |
| ○ in your new                      |                                 |

### Tips for Writing Congratulation Letters

- Congratulate the reader for achievement, accomplishment, anniversary, new child, or whatever.
- Tell her where you learned about the accomplishment.
- Add a comment of a personal nature (e.g., if a reader is a former teacher, tell him how much being in is class meant to you)