



wernerelectric.com
4800 Prospect West Ave., Appleton, WI
(920)-815-4050

To whom it may concern,

It is with great honor that we award (INSERT NAME) with the Werner Way Intern Award. This is noted by a strong character including exceptional work performance in all areas, being aligned with our company values. A recipient of the Werner Way Intern Award routinely displays exceptional work performance in all areas and embodiment of our Werner Way culture.

In particular, our management has noticed (INSERT POSITIVE QUALITIES) in (INSERT NAME). (Section denotes positive and experiences with intern to be added as personal touch by supervisor).

Best regards,

Scott Teerlinck
President

(NAME OF SUPERVISOR)
(TITLE OF SUPERVISOR)



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To whom it may concern,

It is with great honor and pride that we award and endorse (INSERT NAME) with the Most Growth Focused award. This is distinguished by remarkable growth in work during (INSERT NAME)'s time Werner. Our decision for awarding (INSERT NAME) with this award is exemplified in a drive for constant improvement in work quality, meeting or acceding both personal and departmental goals, and striving for excellence in all areas of work.

Our management has noticed (INSERT NAME) shows qualities of (QUALITIES ALIGNED WITH WERNER). (Section denotes positive and experiences with intern to be added as personal touch by supervisor).

Best regards,

Scott Teerlinck
President

(NAME OF SUPERVISOR)
((TITLE OF SUPERVISOR))



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To whom it may concern,

It is with great honor that we award (INSERT NAME) with the Excellent Job Performance Intern Award. This is noted by a distinguished, high-quality approach to all work completed by (INSERT NAME). Our decision for awarding (INSERT NAME) with this accolade is exemplified in strong communication skills, proven leadership qualities, and a tenacious work-ethic.

Our management has noticed (INSERT POSITIVE QUALITIES) in (INSERT NAME). (Section denotes positive and experiences with intern to be added as personal touch by supervisor).

Best regards,

Scott Teerlinck
President

(NAME OF SUPERVISOR)
(TITLE OF SUPERVISOR)



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To whom it may concern,

It is with great honor that we award (INSERT NAME) the Professional Excellence Intern Award. This is noted by high work performance during (INSERT NAME)'s time at our company. Our decision for awarding (INSERT NAME) with this award is displayed in their timeliness and dependability when arriving for work, communicating in a professional manner, and noticeably consistent production of high quality work.

Our management has noticed (INSERT POSITIVE QUALITIES) in (INSERT NAME). (Section denotes positive and experiences with intern to be added as personal touch by supervisor).

Best regards,

Scott Teerlinck
President

(NAME OF SUPERVISOR)
((TITLE OF SUPERVISOR))



Date for Award

Greetings, students!

A stunning, professional letterhead is an essential communications tool for companies, brands, and individuals. It doesn't simply allow you to send memos and draft contracts, but can also be a reflection of your brand's identity.

It's easy to make a positive impression on clients by pairing choice visual elements with excellent content. Simply add your logo, use your brand colors, and design the page according to your business or profession. Do you want to be seen in a more formal and corporate manner or as someone who is creative and quirky? What's important is that you're consistent with your brand guidelines, which will determine the look and feel of all your materials.

Some details you can include in your letterhead are your company name, physical address, and contact information. This covers your phone number, mobile number, fax, and email address. You might also want to choose borders, fonts, and icons that suit your brand's personality. Then, type your text directly onto the fields provided or paste it from another document. As soon as you've crafted your letterhead, prepare it for printing or email by saving your design as a high-quality JPEG, PNG, or PDF.

Enjoy the semester,

Richard Sanchez
Any City State University
University President

Any City State University
The best for the best
www.reallygreatsite.com

Admin Building, Anywhere St., Any City
(123) 456 7890
hello@reallygreatsite.com



Dear Mr. Richards,

A letterhead is the heading at the top of a sheet of letter paper (stationery). That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery but without the additional costs involved.

Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically. That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

This generally includes the same information as pre-printed stationery but without the additional costs involved.

Sincerely,

Lisa Montgomery
Secretary



1216 Shinn Street Manhattan, New York 10016
212-779-6656 | 212-779-6656 | info@fnpcorp.com

Dear Mr. Ronquillo,

A letterhead is the heading at the top of a sheet of letter paper (stationery). That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery but without the additional costs involved.

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Sincerely,

James M. Seymour
Director