

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Colleague's Name]
[Colleague's Position]
[Colleague's Department/Team]

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt appreciation for your hard work and dedication.

Your contributions to [specific project or task] have made a significant impact on our team and have not gone unnoticed. Your [specific qualities or actions, e.g., creativity, teamwork, support] have been invaluable, and I am grateful to have you as a colleague.

Thank you once again for your commitment and excellence. I look forward to continuing our work together and achieving great results as a team.

Warm regards,

[Your Name]
[Your Contact Information]