

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name - AJ]
[Recipient's Address]
[City, State, Zip Code]

Dear AJ,

I hope this message finds you well. I am writing to express my heartfelt appreciation for all your hard work and dedication. Your commitment and positive attitude have made a significant impact on our team.

[Specific example of AJ's contributions]

Your ability to [specific skill or trait] has not only helped me but has also inspired others around you. Your efforts in [mention a project or task] were invaluable and did not go unnoticed.

Thank you once again for everything you do. I am grateful to have you on our team, and I look forward to our continued collaboration.

Warmest regards,

[Your Name]
[Your Job Title]