

[Your Name]

[Your Position]

[Your Company]

[Date]

[Teammate's Name]

[Teammate's Position]

[Teammate's Company]

Dear [Teammate's Name],

I hope this message finds you well.

I wanted to take a moment to express my sincere appreciation for your hard work and dedication on [specific project or task]. Your efforts have made a significant impact on our team and the overall success of [project/goal].

Your [mention specific qualities, e.g., creativity, teamwork, problem-solving skills] have truly stood out and inspired others around you. Working alongside you has been a privilege, and I am grateful for your support and collaboration.

Thank you for being such an integral part of our team. I look forward to achieving even greater success together in the future.

Warm regards,

[Your Name]

[Your Contact Information]