

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

Dear [Colleague's Name],

I hope this message finds you well.

I wanted to take a moment to express my heartfelt thanks for [specific reason for gratitude]. Your support and collaboration have greatly contributed to [mention any specific project or achievement].

I truly appreciate your [mention specific qualities, such as dedication, teamwork, expertise] and am grateful for the opportunity to work alongside you.

Thank you once again for your invaluable contributions. I look forward to our continued collaboration.

Warm regards,

[Your Name]

[Your Contact Information]