

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

I hope this message finds you well. I am writing to formally acknowledge and express our gratitude for your exceptional contributions to [specific project, task, or team].

Your dedication and hard work have made a significant impact on our [company/department], and we want you to know that your efforts do not go unnoticed. [Briefly describe specific contributions and their positive effects].

Thank you once again for your commitment and enthusiasm. We look forward to seeing your continued growth and success at [Company Name].

Warm regards,

[Your Name]

[Your Position]

[Your Company]