

[Your Name]
[Your Position]
[Your School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Staff Member's Name]
[Staff Member's Position]
[School Name]

Dear [Staff Member's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for your hard work and dedication at [School Name]. Your commitment to our students and the school community does not go unnoticed.

[Insert a specific example of their contributions or achievements that have positively impacted the school or students.]

Your passion for education and your supportive nature make a significant difference in the lives of our students and your colleagues. We are truly grateful to have you as a part of our team.

Thank you once again for your incredible efforts and for inspiring those around you.

Warm regards,

[Your Name]
[Your Position]