

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Team Member's Name]
[Team Member's Position]
[Team Member's Department]

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere appreciation for the outstanding contributions you have made to our team.

Your hard work and dedication during [specific project or time period] have not gone unnoticed. Your ability to [specific skills or contributions] has greatly enhanced our team's performance and morale.

I am particularly impressed by [specific example of their work or attitude]. It is clear that your efforts have made a significant impact, and I am grateful to have you as part of our team.

Thank you once again for your commitment and excellence. I look forward to achieving even more together in the future.

Warm regards,

[Your Name]
[Your Position]