

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally acknowledge and express my sincere appreciation for your efforts and contributions to [specific project or task] during [specific time period].

Your dedication to [describe specific actions or qualities, e.g., teamwork, problem-solving, going above and beyond] has not gone unnoticed. The impact of your hard work has positively influenced our [team, department, company] and has played a significant role in achieving our goals.

Thank you once again for your commitment and outstanding performance. We are fortunate to have you on our team, and I look forward to your continued success and contributions.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]