

[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 am writing to express my sincere appreciation for your [specific contribution or support] during [specific project or time period]. Your dedication and hard work have made a significant impact on our team's success.

I particularly want to acknowledge your [specific qualities or actions, e.g., problem-solving skills, teamwork, creativity], which have not gone unnoticed. Your efforts have contributed greatly to [specific outcome or success].

Thank you once again for your commitment and excellence. It is a pleasure to work alongside you, and I look forward to achieving many more successes together.

Warm regards,

[Your Name]

[Your Contact Information]