

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Janitor's Name]
[Janitor's Position]
[Company/Organization Name]

Dear [Janitor's Name],

I hope this message finds you well. I am writing to express my sincere appreciation for the outstanding work you have been doing as our janitor. Your commitment to maintaining a clean and welcoming environment has not gone unnoticed.

Your attention to detail and dedication to ensuring our facilities are spotless contribute significantly to the overall atmosphere of our workplace. The consistent cleanliness of common areas and restrooms creates a positive experience for our staff and visitors alike.

Thank you for your hard work and dedication. We are fortunate to have you as part of our team.

Sincerely,

[Your Name]
[Your Position]