

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

Dear [Recipient's Name],

I am writing to express my sincere appreciation for [specific achievement or contribution]. Your effort in [describe what they did] has made a significant impact on our team and organization.

Your dedication and hard work in [specific tasks or projects] have not gone unnoticed. It has greatly enhanced our [mention outcome or benefit], and I am truly grateful for your commitment.

Thank you once again for your outstanding work and dedication. I look forward to seeing the continued positive impact of your contributions in the future.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]