

[Your Name]  
[Your Position]  
[Department]  
Jawaharlal Nehru University  
[Date]  
[Colleague's Name]  
[Colleague's Position]  
[Department]

Dear [Colleague's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for your exceptional contributions to our team and the wider community at Jawaharlal Nehru University.

Your dedication to [specific project or task] has not gone unnoticed. Your ability to [specific skill or quality, e.g., communicate complex ideas clearly, work collaboratively, lead initiatives] has greatly enhanced our work environment and the impact of our projects.

I genuinely admire your [another specific quality, e.g., enthusiasm, attention to detail, problem-solving abilities] and have learned a great deal from our collaborations. Your support and positive attitude have made a significant difference, especially during [mention any specific challenges or projects].

Thank you once again for being such an inspiring colleague. I look forward to continuing our work together and achieving even greater success in the future.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Name]