

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Jyoti [Last Name]
[Her Position]
[Her Company/Organization]
[Her Address]
[City, State, Zip Code]

Dear Jyoti,

I hope this message finds you well. I am writing to express my heartfelt appreciation for [specific achievement, effort, or quality you appreciate about Jyoti]. Your dedication and commitment to [specific project, task, or area of work] have not gone unnoticed.

Your ability to [mention any specific skills or actions Jyoti demonstrated] greatly contributed to [mention the outcome or success]. It is a pleasure to work alongside someone with such talent and drive.

Thank you once again for your exceptional work. I look forward to our continued collaboration.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]