

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Karen [Last Name]  
[Her Address]  
[City, State, Zip Code]

Dear Karen,

I hope this letter finds you well. I am writing to express my heartfelt appreciation for all the hard work and dedication you have shown in [specific situation or project]. Your commitment and enthusiasm have not gone unnoticed, and they have made a significant impact on [describe the outcome or effect].

Your ability to [mention specific skills or qualities, e.g., lead a team, solve problems, communicate effectively] has been truly inspiring. I am grateful for the support and passion you bring to our team, which has contributed immensely to our progress and success.

Thank you once again for being such a valuable part of our journey. I look forward to continuing to work alongside you and achieving even greater successes together.

Warmest regards,

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