

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

Dear [Recipient Name],

I am writing to express my sincere appreciation for [specific action or contribution] that you made on [specific date or project]. Your efforts have made a significant impact on [describe the outcome or benefit]. Your dedication and hard work have not gone unnoticed. [Provide specific examples or details about their contribution].

Thank you once again for your commitment and excellence. It has truly been a pleasure to work with you.

Warm regards,

[Your Name]
[Your Position]