

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to express my sincere appreciation for [specific reason for appreciation]. Your [mention specific qualities, efforts, or results] have made a significant impact on [specific project, team, or situation]. [Add a sentence or two elaborating on the specifics and the positive outcomes of their actions.]

Thank you once again for your hard work and dedication. It is a pleasure to work with someone as dedicated and talented as you.

Warm regards,

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