

[Your Name]

[Your Position]

[Company Name]

[Date]

[Colleague's Name]

[Colleague's Position]

[Company Name]

Dear [Colleague's Name],

I hope this message finds you well. I want to take a moment to express my sincere appreciation for your exceptional contributions to our team.

Your dedication to [specific project or task] has not gone unnoticed. The way you [specific action or behavior] has greatly impacted our success and made a positive difference in our work environment.

I am particularly grateful for [describe a specific instance or quality], which showcases your commitment and professionalism. It is a pleasure to collaborate with someone who shares such a passion for excellence.

Thank you once again for your hard work, support, and team spirit. I look forward to continuing to work together to achieve even greater success.

Best regards,

[Your Name]

[Your Position]