

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Colleague's Name]
[Colleague's Position]
[Colleague's Department]
[Company Name]

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere appreciation for your outstanding contributions to our team at QVC. Your dedication and hard work have not gone unnoticed.

[Insert specific examples of the colleague's contributions, projects, or qualities that you admire.]

Thank you once again for being such a valuable member of our team. I look forward to continuing our collaboration and achieving great success together.

Warm regards,

[Your Name]
[Your Position]