

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[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 your exceptional contributions as a Software Engineer at [Company Name]. Your dedication, expertise, and commitment to excellence have significantly impacted our team and the projects we have undertaken.

[Briefly mention specific projects or accomplishments that highlight their skills and commitment.]

Your ability to [mention specific skills or traits, e.g., problem-solving, teamwork, innovation] has not only advanced our work but has also inspired those around you.

Thank you for your hard work and commitment. We look forward to seeing your continued growth and contributions to our team.

Warm regards,

[Your Name]
[Your Position]