

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to express my sincere appreciation for your outstanding contributions to [Company Name]. Your hard work and dedication have not gone unnoticed, and I want to take a moment to acknowledge the positive impact you have made on our team.

[Specific example of employee's achievement or contribution].

Your commitment to excellence and your positive attitude inspire those around you, and I am grateful to have you as part of our team. Thank you for your continued efforts and for making [Company Name] a better place.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]