

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

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for [specific reason or action taken by the recipient]. Your dedication and commitment to [specific project or task] have not gone unnoticed and have made a significant impact on [describe the outcome or effect].

Your [mention specific qualities or actions, such as "leadership," "attention to detail," "support," etc.] truly set you apart. I am grateful for the opportunity to [work with you/learn from you/etc.].

Thank you once again for your hard work and dedication. I look forward to [continuing our work together/seeing the results of your efforts].

Sincerely,

[Your Name]
[Your Position]