

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

Dear [Employee's Name],

I hope this letter finds you in great spirits.

I am writing to formally express my heartfelt appreciation for your outstanding contributions and hard work at [Company/Organization Name]. Your dedication, professionalism, and commitment to excellence have not gone unnoticed.

[Insert specific examples of the employee's contributions, achievements, or qualities that you appreciate.]

Your efforts have positively impacted our team and the organization as a whole, and we are truly grateful to have you as part of our team.

Thank you once again for your hard work and commitment. We look forward to seeing your continued success and contributions to

[Company/Organization Name].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]