

[Your Name]
[Your Position]
[Your Company]
[Date]

Dear [Coworker's Name],

I hope this letter finds you well. I wanted to take a moment to express my heartfelt appreciation for all that you've done as my coworker.

From the very first day we began working together, your [specific qualities, e.g., kindness, dedication, enthusiasm] has had a profound impact on me and our team. I truly admire how you [specific example of their contributions, e.g., handled a project, supported colleagues, tackled challenges].

Your support and encouragement make our workspace not just productive but also enjoyable. I am grateful for the times you've [mention specific instances where they helped you or the team], which have inspired me to strive for excellence.

Thank you for being such an incredible teammate and a wonderful person. I look forward to many more successful projects and achievements together.

Warm regards,

[Your Name]